



Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

Bulletin-04-16

MEMORANDUM

Date: October 20, 2016

TO: Flood Zone Permit Applicants and Land Surveyors

FROM: Michael Griffin, CBO, CFM, Building Official

SUBJECT: "Building Under Construction" and "Finished Construction" Elevation Certificate Review

This is to address Building Under Construction and Finished Construction, Elevation Certificates (EC) review required for buildings and mobile homes within designated flood zones. Attached is a checklist of items that must be reviewed by the Building Department staff when an EC is submitted to approve a request for framing inspection (Building Under Construction) and Certificate of Occupancy (Finished Construction). This review can be very time consuming and cannot be done while an applicant is waiting at the customer counter. Also, the EC is again reviewed by FEMA staff during our annual audit for completeness and accuracy and is rejected if found in error or incomplete. If rejected, additional EC's must be provided for FEMA to confirm that we are adequately enforcing our Floodplain Management Ordinance. This is critical for our participation in the National Flood Insurance Program which allows flood insurance to be provided to the County. If an EC is found in error, Nassau County is responsible for ensuring corrections are made by the Surveyor, even after the structure has long been completed.

Therefore, please allow up to 5 working days following EC submittal for Building Under Construction approval and 2 working days for Finished Construction EC's. These required EC's should be easy to obtain well before the building is ready for a rough framing inspection or final occupancy.

Your cooperation is appreciated.

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