



Procedures for Review of ELEVATION, FLOODPROOFING AND V-ZONE DETERMINATION CERTIFICATES

General

1. All lines must be filled in or designated as N/A
2. Site location and address must be completed and match at the top of all pages.
3. Elevation Certificates will no longer be reviewed on a walk-in at the counter basis. EC's must be submitted and routed and reviewed by the appropriate plans examiner and will be tracked in our software system as a plan submittal.
4. Correction required on the EC may be made by the Plans Reviewer in section G or by separate approved document. Changes may not be made to sections C2 or D of the elevation certificate.

Section A- Property Information

Verify information from Property Appraiser or Building Permit Application. A4. Indicate residential, non-residential, residential addition, non-residential, accessory, etc.

A6. Photos are only required to obtain flood insurance. Photos not required by the County.

A7. Building Diagram Number. (see notes and attached diagrams)

A8. N/A, O, or completed. IF used, vent documentation must be attached. Check Section D "Check here if attachments"

A9. N/A, O, or completed. If used, vent documentation must be attached. Check Section D "Check here if attachments"

Section B- FIRM information

B1. Nassau County, 120170

B2. Nassau

B3. State of Florida

B4. Verify from Property Appraiser (Environmental page or FIRM Map Index. (Example 12089C0485)

B5. Last letter from panel. (In example above F)

B6. Firm index date found on front of FIRM Map Index. (Found on front of map index)

B7. FIRM Panel Effective Date found on FIRM or Imap. (See note B7)

- B8. Verify from Property Appraiser map or FIRM. (See note B7)
- B9. Verify from Property Appraiser map or FIRM. (See note B7)
- B10. Check source of BFE from B9. For CLOMAR or LOMR, Check “other/Source” and identify.
- B11. Requirements from DEP and FEMA are both listed in NGVD 1988.
- B12. Must be checked. Almost always “No”, if “Yes”, complete next line.

Section C- Building Elevation Information (not required for A zones)

- C1. All projects require two EC's; “Under Construction” and “Finished Construction”
- C2. Must be completed with correct vertical datum for benchmark. (See C2 note)
- C2. a-h. Compare these lines with A7 and B9.
- .e note location and type of equipment in Section D, Comments
 - .f “(finished) grade” includes sidewalks and patio slabs. See C 2.h (grade adjacent to LAG)
 - .h grade adjacent to LAG should be same as lower than C2.f (LAG), or N/A if no deck or stairs.

Section D- Surveyor, Engineer, or Architect Certification

Proper boxes must be checked, when applicable.
Required comments (when used) include, point used for Line C2.e; vertical datum conversion details; garage elevations, where there is more than one garage; hydrostatic vent details, including engineering vent documentation.

Section E- Zone AO and Zone A Undetermined (without BFE)

Only completed for Zones AO and A undetermined.

May be completed by other than a surveyor, engineer, architect if Section F is completed.

Line E5. Leave blank. AO zone may have designated number.

NOTES:

- A7. Diagram #1 must say 1A or 1B, Ect.
- 1A- Mono slab on grade. (Above Base Flood Elevation)
- 1B- Filled stem wall slab on grade. (Above Base Flood Elevation)
- 5- All mobile homes on piers (The only difference between diag. 5 and 6 is if there is an enclosure under a raised building.
- B6- Front pages of FIRM Map Indexes: attached

B7- Can find on Property Appraiser page under Environmental layer/flood zone.

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B8- Zone AO is different than all other A zones. "Flood Depth" is used, instead of BFE, and the Flood Depth must be found on the FIRM. The Flood Depth is between 1 and 3 feet, and is found in small print on the FIRM. If the Flood Depth is not shown, use minimum 2 feet and add additional 1-foot of freeboard to any AO Flood Depth. Use Section E for Zone AO and undetermined A Zones.

C2- FEMA and DEP requirements for the 100-Year Storm still use NGVD (1929). NGVD is being replaced by the NAVD (1988), similar to Feet and Inches being replaced by the Metric System.

Procedures for V-Zone Certification

General Information:

1. Verify all information is provided
2. Check Section 1 for accuracy
3. Verify Flood Insurance Rate map information to include map number and flood zones section 2.
4. Verify all elevation requirements with the relation to the BFE, Freeboard and all other community higher standards.
5. Verify Sections 4 and 5 are in agreement with the design documents. No permit shall be issued without a submitted, signed and sealed V-Zone design certification.
6. Assure section 6 is completed and the certification limits are checked.

All Elevation Certificates and V-Zone certifications are reviewed by the Plans Examiner and stored in our permitting system.