CITY OF MARGATE
Together We Make It Great

BUILDING DEPARTMENT

ELEVATION CERTIFICATE CHECKLIST

Rev: 1.1 | **Revision Date:** 09/10/2018 | **I.D. Number:** FM.ECC1.0

An Elevation Certificate provides information necessary to ensure compliance with community floodplain management regulations, to rate insurance premiums accurately and to support requests for Letter of Map Amendment (LOMA) or Letter of Map Revision (LOMR). The City of Margate requires the submittal of a "Building Under Construction" Elevation Certificate prior to vertical construction. A "Finished Construction" Elevation Certificate is required when all machinery equipment has been installed and the grading around the building has been completed. This document provides supplemental guidance and clarification to FEMA's instructions on how to complete an Elevation Certificate and has been designed for use as a compliance checklist.

Permit Number:

Date of Review:

Section A: Property Information

☐ **A1. Building Owner's Name**
See Elevation Certificate instructions.

☐ **A2. Building Street Address**
The address provided should be for the building being certified. The building being certified may not necessarily be the property owner's mailing address.

☐ **A3. Property Description**
See Elevation Certificate instructions.

☐ **A4. Building Use**
Indicate whether the building is residential, non-residential, residential addition, non-residential addition, accessory, or other type. For other type, a comment should be provided in Section D (Elevation Certificate Page 2) as to the specific use(s) of that building.

☐ **A5. Latitude / Longitude**
Latitude and longitude coordinates should reference the front center of the building, in either:

Decimal degrees (at least 5 decimal places) 39.50432°, -110.75852°
Degrees, minutes, seconds (at least 2 decimal places) 39°30'15.52", -110°45'30.72"

The horizontal datum should be selected (NAD 1927 or NAD 1983) and a comment as to the source of the datum coordinates (i.e., GPS, NOAA, or Mapquest) should be provided in Section D (Elevation Certificate Page 2).

☐ **A6. Photographs**

The certifier should provide 4 photos of the structure (e.g., front, back and left / right sides). The photos should provide sufficient detail as to allow for the clear identification of building foundation type, and if installed, flood openings. The photos should be in color and a minimum size of 3" x 3", if the hard copy or 600 dpi, if digital.

☐ **A7. Building Diagram Number**

Based on the design of the building, enter the diagram number most appropriate. The building diagrams identify the corresponding data that should then be included in the remainder of Sections A and C.

1A	Slab-on-Grade	1B	Raised Slab-on-Grade
2A	Basement	2B	Basement with Area of Egress
3	Split Level, Slab-on-Grade		
4	Split Level, Other than Slab-on-Grade		
5	Elevated, No Enclosure		
6	Elevated with Enclosure		
7	Foundation Walls with Enclosure		
8	At-Grade Crawlspace		
9	Sub-Grade Crawlspace		

☐ **A8. Building with Crawlspace or Enclosure**

If there is no crawlspace or enclosure, A8a-c should be N/A. For buildings with a crawlspace or enclosure, provide details for any applicable flood openings. The NFIP requires that openings be no higher than one foot above the higher of the exterior or interior grade. If the interior grade is higher, a comment should be provided in Section D (Elevation Certificate Page 2). If the crawlspace or enclosure has engineered flood openings, indicate the actual net area of the openings in A8c and attach a copy of the Individual Engineering Flood Openings Certification (prepared by a registered design professional) or Evaluation Report issued by the International Code Council Evaluation Service. The engineered/rated size of the openings should be entered in Section D, Comments. If the crawlspace or enclosure has no flood openings, A8b and A8c should be "0" and A8d does not need to be checked.

☐ **A9. Building with Attached Garage**

An attached garage is beside the building, not underneath or separate. If there is no attached garage or garage is within building footprint, A9a-c should be N/A. For buildings with an attached garage, provide details for any applicable flood openings. The NFIP requires that openings be no higher than one foot above the higher of the exterior or interior grade. If the interior grade is higher, a comment should be provided in Section D (Elevation Certificate Page 2). If the garage has engineered flood openings, indicate the actual net area of the openings in A9c and attach a copy of the Individual Engineering Flood Openings Certification (prepared by a registered design professional) or Evaluation Report issued by the International Code Council Evaluation Service. The engineered/rated size of the openings should be entered in Section D, Comments. If the garage has no flood openings, A9b and A9c should be "0" and A9d does not need to be checked.

Section B: Flood Insurance Rate Map (FIRM) Information

☐ **B1. NFIP Community Name and Community Number**
The community name and number are City of Margate, 120047.

☐ **B2. County Name**
The county is Broward.

☐ **B3. State**
The state is FL.

☐ **B4. Map/Panel Number**
Provide the complete 10-character map number. For the City of Margate, the map number always begins with 12011C, followed by the specific 4 digit identifier for the panel in which the building is located (e.g., 12011C0355).

☐ **B5. Suffix**
The suffix for the current flood insurance rate maps is H.

☐ **B6. FIRM Index Date**
The index for the current flood insurance rate maps is dated August 18, 2014.

☐ **B7. FIRM Panel Effective/Revised Date**
The current flood insurance rate maps are dated August 18, 2014.

☐ **B8. Flood Zone(s)**
Identify the flood zone(s) in which the building is located. For X-Zones, a comment should be provided in Section D (Elevation Certificate Page 2) to distinguish between X and 0.2 PCT (X).

☐ **B9. Base Flood Elevation(s)**
Identify the base flood elevation(s), or base flood depth(s), for the flood zone(s) in which the building is located.

☐ **B10. Base Flood Elevation Source**
See Elevation Certificate instructions.

☐ **B11. Elevation Datum**
The elevation datum for the current flood insurance rate maps is NAVD 88.

☐ **B12. Coastal Barrier Resources System / Otherwise Protected Area**
Indicate whether the building is located in a designated area.

Section C: Building Elevation Information

☐ **C1. Stage of Construction**
See Elevation Certificate instructions.

☐ **C2. Elevations**
PID (Permanent Identifier) or other unique identifier and vertical datum, including elevation, should be provided for the benchmark utilized. If applicable, a comment should be provided in Section D (Elevation Certificate Page 2) as to the details of the conversion between the field survey datum and the datum upon which the Base Flood Elevation is based. Elevations in items C2a-h should be provided in NAVD 88.

Map in effect at time of permit application:	☐ 1992 / 1997	☐ 2014
1992 / 1997 Flood Zone / Base Flood Elevation:		NGVD
2014 Flood Zone / Base Flood Elevation:		NAVD
NGVD 29 – conversion factor = NAVD	NAVD 88 + conversion factor = NGVD	

☐ **C2a. Elevation - Top of Bottom Floor**
See Elevation Certificate instructions.

☐ **C2b. Elevation - Top of the Next Higher Floor**
See Elevation Certificate instructions.

☐ **C2c. Elevation - Bottom of the Lowest Horizontal Structural Member**
See Elevation Certificate instructions.

☐ **C2d. Elevation - Attached Garage (Top of Slab)**
If there is no attached garage or garage is within building footprint, C2d should be N/A.

☐ **C2e. Elevation - Lowest Machinery Equipment**
Indicate the elevation of the lowest machinery equipment. Unless all equipment is installed in the attic or on the roof, an elevation should be provided. A comment should be provided in Section D (Elevation Certificate Page 2) as to identify the machinery equipment, and to generally describe the location.

☐ **C2f. Elevation – Lowest Adjacent Grade**
See Elevation Certificate instructions.

☐ **C2g. Elevation – Highest Adjacent Grade**
See Elevation Certificate instructions.

☐ **C2h. Elevation – Lowest Adjacent Grade of Deck or Stairs**
See Elevation Certificate instructions.

Section D: Surveyor, Engineer or Architect Certification

☐ The surveyor, engineer or architect preparing the Elevation Certificate should certify the form and indicate that comments, and attachments if applicable, are provided. Typical items requiring comments are A4, A5, A8b, A9b, B8, and C2e. Common attachments include, but are not limited to, non-conversion agreements, specifications for engineered flood openings and floodproofing certificate. Pictures are not considered attachments.

Section E: Building Elevation Information for Zone AO and Zone A (Without BFE)

☐ Section E is required to be completed when certifying a building within Zones AO or A (without base flood elevation). Please note that E5 should never be marked "Unknown". Compliance can be determined from a consideration of the remainder of data provided in Sections C and E. If the Elevation Certificate is intended to support a LOMA / LOMR application, Sections A, B and C should be completed instead of Section E.

Section F: Property Owner (Or Owner's Representative) Certification

☐ Section F is required to be completed when a property owner or owner's representative completes Sections A, B, and E.

Section G: Community Information

☐ Section G is required to be completed when a community official, authorized to administer the community's floodplain management ordinance, completes Sections A, B, C (or E).

Note:

- **Beginning January 1, 2017, Florida Statute 472.0366 requires a surveyor and mapper shall, within 30 days of completion, submit to the division a copy of each elevation certificate that he or she completes. Please see the link below:** https://www.floridadisaster.org/elevation-certificates/