

Elevation Certificate Checklist for Collier County

The National Flood Insurance Program (NFIP) Elevation Certificate (EC) (FEMA form 086-0-33) is an administrative tool of the NFIP which is to be used to provide elevation information necessary to ensure compliance with community floodplain management ordinances, to determine the proper insurance premium rate, or support a request for a Letter of Map Amendment (LOMA) or a Letter of Map Amendment based on fill (LOMR-F). This document is referenced in the NFIP [Flood Insurance Manual](#) (Special Certifications Section). Collier County requires an Under Construction and a Finished Construction Elevation Certificate are submitted.

Under Construction Elevation Certificate Overview

The Under Construction Elevation Certificate should be submitted simultaneously with the 10-day spot survey. Sections A and B must be completed in full, as shown on the approved construction plans. Section C should include only those elevations that can be surveyed, such as C2a) and C2d). If the approved plans indicate a garage slab, this elevation must be provided in C2d). Pictures capturing of all sides of the building are required and must be labeled (e.g. front, rear, right side, left side). Prior to obtaining County approval of the Under Construction Elevation Certificate, the permit holder's construction activities are at his/her own risk. Note: Manufactured Homes are not required to submit an Under Construction Elevation Certificate.

Finished Construction Elevation Certificate Overview

A Finished Construction Elevation Certificate must be completed as established in this Checklist and is required after all of the machinery equipment has been installed and the grading around the building has been completed. It is required prior to issuance of the certificate of occupancy or certificate of completion.

Please note that ALL PAGES of the Elevation Certificate are required, including Sections E, F, and G.

Section A – Property Information

- Item A1. Building Owner's Name.** A complete name, first and last name, is required.
- Item A2. Building Street Address.** A complete address is required for the building being certified (including unit numbers for manufactured homes, where applicable). The building being certified may not necessarily be the property owner's mailing address.
- Item A3. Property Description.** The Collier County Property Appraiser parcel number or legal description or lot and block information are sufficient. Visit: <http://www.collierappraiser.com/>
- Item A4. Building Use.** Indicate whether the building is residential, non-residential, residential addition, non-residential addition, accessory, or other type. For other types, a comment should be provided in Section D, Comments as to the specific uses(s) of that building.
- Item A5. Latitude/Longitude.** Latitude and longitude coordinates should reference the front center of the building, and should be provided in either of the following formats:

Decimal degrees (at least 5 decimal places) 26.0700°, - 81.4279°

Degrees, minutes, seconds (at least 2 decimal places) 26° 10' 39.4464" N, 81° 48' 25.0056" W

The horizontal datum should be selected (NAD 1983) and a comment as to the source of the datum coordinates (i.e., GPS, NOAA, or Google Earth) should be provided in Section D, Comments.

Item A6. Photographs. Provide at least two photos of the structure, capturing all for sides of the building including the front, rear, and sides. The photos should provide sufficient detail as to allow for the clear identification of the building foundation type, mechanical equipment around the exterior of the building. If flood openings are installed, a close-up photo of each type of flood opening must be provided. All photos must in color.

Item A7. Building Diagram Number. Based on the design of the building, enter the diagram number most appropriate. The elevations provided in C2a-h should support the type of building diagram selected. The building diagrams identify the corresponding data that should then be included on the remainder of Sections A and C. Below are the common types of diagrams for Collier County.

Diagram 1A is for slab on grade structures. Diagram 1B is for stem-walled structures.

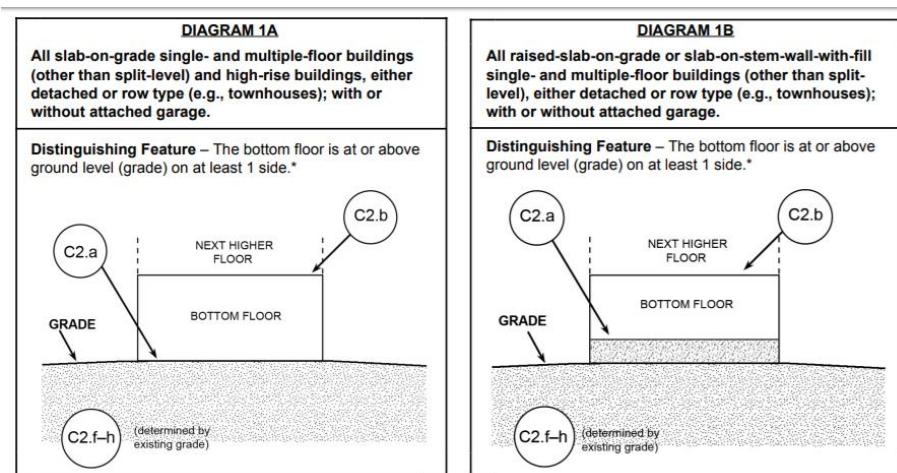
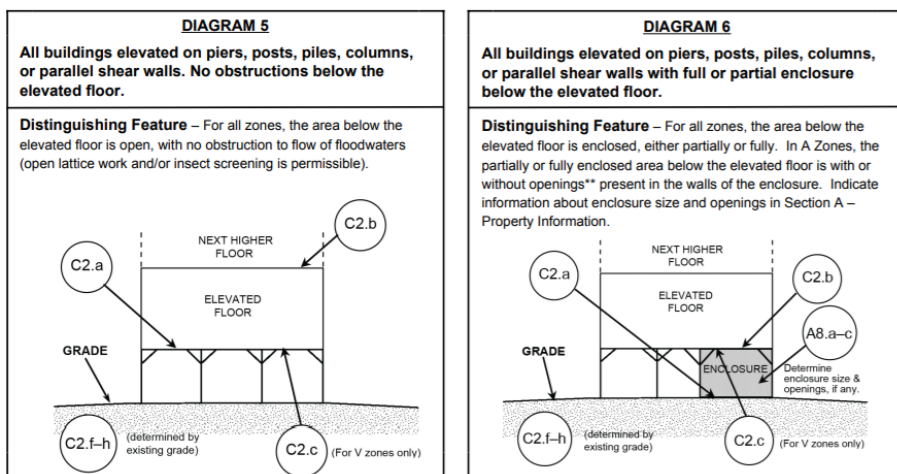


Diagram 5 is for elevated structures, with no obstructions below. This diagram is common for Manufactured Homes (NOTE: when Diagram 5 is used, A8 must be N/A and C2a should be filled out and C2b should be N/A).

Diagram 6 is for elevated structures, with rigid walls. This diagram number can be used for Manufactured Homes with flood vents installed. (NOTE: when Diagram 6 is used, A8a)-d) must be filled out and C2a and C2b must be completed).



Item A8. Building with Crawlspace or Enclosure. If there is no crawlspace or enclosure, A8a-c should be N/A and A8d should be “No.”

For buildings with a crawlspace or enclosure, provide details for any applicable flood openings. The NFIP and FBC require that openings be no higher than one foot above the higher of the exterior or interior grade. If interior grade is higher, a comment should be provided in Section D, Comments.

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 flood vent model number and the engineered/rated size of the openings should be entered in Section D, Comments.

Item 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 and A9d) should be “No.” If the garage has no flood openings, A9b and A9c should be “N/A” and A9d should be “No.”

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 Interior grade is higher, a comment should be provided in Section D, Comments.

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 flood vent model number and the engineered/rated size of the openings should be entered in Section D, Comments.

Section B – Flood Insurance Rate Map (FIRM) Information

Item B1. NFIP Community Name and Community Number. The community name and number are Collier County and 120067. (Using “Unincorporated” or “Naples” is not correct.)

Item B2. County Name. The county is Collier County.

Item B3. State. The state is Florida or FL.

Item B4. Map/Panel Number. Provide the complete 10-character map number. For Collier County the map number always begins with 12021C, followed by the specific 4-digit identifier for the panel in which the building is located, such as 0601. A complete example: 12021C0601. The map panel is found on the DFIRM.

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

Item B6. FIRM Index Date. The index for the current flood insurance rate maps is dated May 16, 2012.

Item B7. FIRM Panel Effective/Revised Date. The current flood insurance rate maps are dated: May 16, 2012.

Item B8. Flood Zones(s). Confirm the flood zones in which the building is located on the DFIRM. Where two flood zones are present on the property, identify the flood zone for the structure. Where the structure is located in two flood zones, provide both.

Item B9. Base Flood Elevation(s). Identify the BFE(s) on the DFIRM. In the AH flood zone, a structure will be located between two contour lines and the BFE will be the higher of the two contour lines, regardless of how close the structure is to one of the contour lines.

- Item B10. Base Flood Elevation Source.** Most commonly the “FIRM” or for unnumbered A zones, it may be “Community Determined.”
- Item B.11 Elevation Datum.** The elevation datum for the current flood insurance rate maps is NAVD 88.
- Item B.12 Coastal Barrier Resources System/ Otherwise protected area.** Indicate whether the building is located in a designated area.

Section C – Building Elevation Information (Survey Required)

Item C1. State of Construction. In this section the surveyor indicates whether the elevations to be entered in this section are based on construction drawings, a building under construction, or finished construction. For either of the first 2 choices, a Finished Construction Elevation Certificate will be required when construction is complete. If the building is under construction, include only those elevations that can be surveyed in Items C2a)–h). If desired, use Section D Comments area to provide elevations obtained from the construction plans or drawings. Select "Finished Construction" only when all machinery and/or equipment such air conditioners, generators, pool equipment, and elevators, etc. have been installed and the grading around the building is completed.

Item C2. Elevations. A Benchmark and Vertical Datum must be provided. The Vertical Datum should match the datum used in the elevation in items C2a)–h). A field survey is required for Items C2a)–h) and all elevations must be in feet. If any item does not apply to the building, enter "N/A" for not applicable. Do not use “0” for items that do not apply to the building.

Item C2a). Elevation Top of the Bottom Floor. For buildings on slab, this is the lowest floor (finished floor). For elevated buildings, this is the floor of the enclosure.

Item C2b). Elevation – Top of the next higher floor. Mostly often used for Diagram 6, this is the lowest floor (finished floor).

Item C2c). Elevation – Bottom of the lowest horizontal structural member (V Zones only). Completed, most often for Diagram 1A or 6.

Item C2d). Elevation - Attached garage (top of slab). If there is an attached garage, enter the elevation for top of attached garage slab in Item C2d) (Because elevation for top of attached garage slab is self-explanatory, attached garages are not illustrated in the diagrams.)

Item C2e). Lowest elevation of machinery or equipment servicing the building. Enter the lowest platform elevation of at least 1 of the following machinery and equipment items: elevators and their associated equipment, pool heaters, hot water heaters, generators, ductwork for Manufactured Homes, air conditioners, etc. Note that elevations for these specific machinery and equipment items are required in order to rate the building for flood insurance. County staff are required to ensure that all machinery and equipment servicing the building are protected from flooding. If the machinery and/or equipment is mounted to a wall, pile, etc., enter the platform elevation of the machinery and/or equipment. Indicate machinery/equipment type and its general location, e.g., on floor inside garage or on platform affixed to exterior wall in Section D, Comments. If this item does not apply to the building, enter "N/A" for not applicable.

Item C2f-g). Lowest adjacent (finished) grade next to building (LAG). Enter the elevation of the ground, sidewalk, or patio slab immediately next to the building. This measurement must be to the nearest tenth of a foot if this certificate is being used to support a request for a LOMA or LOMR-F.

Item C2h) Lowest adjacent grade at lowest elevation of deck or stairs, including structural support. Enter the lowest grade elevation at the deck support or stairs. This measurement must be to the nearest tenth of a foot if this certificate is being used to support a request for a LOMA or LOMR-F.

Section D – Surveyor, Engineer, or Architect Certification

This section of the Elevation Certificate may be signed by only a land surveyor, engineer, or architect who is authorized by law to certify elevation information. The Comments area of Section D should be used to provide datum, elevation, openings, or other relevant information not specified elsewhere on the certificate.

Important: When elevation information for equipment is provided in C2e, the type of equipment must be identified in Section D, Comments and should reference C2e. For example: C2e is the A/C pad.

As of 2017, all elevation certificates received by email or through the CityView portal must be digitally signed (no scanned versions will be accepted).

Section E – Building Elevation Information (Survey Not Required) For Zone AO and Zone A (Without BFE)

Used for Zone A. See elevation certificate instructions provided by FEMA and consult the Floodplain Management Section.

Section F – Property Owner (Or Owner’s Representative) Certification

Used for Zone A. See elevation certificate instructions provided by FEMA and consult the Floodplain Management Section.

Section G – Community Information (Optional)

May be completed by Collier County Certified Floodplain Manager or Floodplain Management Section staff to correct information in Sections A and B that was submitted in error. County staff must sign and date the certificate.

Building Photographs

As noted in Item A6: Provide at least two photos of the structure, capturing all four sides of the building including the front, rear, and sides. The photos should provide sufficient detail as to allow for the clear identification of the building foundation type, mechanical equipment around the exterior of the building. If flood openings are installed, a close-up photo of each type of flood opening must be provided. All photos must be in color.