



Common EC Errors & Recertification Tips

Melissa James, *cFM*ISO/CRS Resource Specialist
Melissa.James@verisk.com





Recertification Schedule

December 15

Keep contact info current with your Specialist!

September 1

tary 1 May I August 1 October 15 Ska Colorado Arkansas Alabama cticut Delaware California Arizona -Dade County Florida: All Others Idaho Georgia Foe County Kentucky Louisiana Hawaii
ska Colorado Arkansas Alabama cticut Delaware California Arizona -Dade County Florida: All Others Idaho Georgia
cticut Delaware California Arizona -Dade County Florida: All Others Idaho Georgia
-Dade County Florida: All Others Idaho Georgia
Tionad. All Others
roe County Kentucky Louisiana Hawaii
pis Massachusetts Montana Maryland
ana Missouri North Carolina Nevada
Nebraska South Carolina New Jersey
sas Puerto Rico Utah New Mexico
ne West Virginia Virginia Oklahoma
gan Wyoming Oregon
rsota
sippi Texas
npshire Washington
York
Please reply or send receipt to r
10
rvania sent on Sept. 1 st !
Island
Dakota
nont
onsin
Annual Recertification Information Distributed to Community By:

June 15

March 15





Construction Certificates:

- Elevation Certificate
- V Zone Design Certificate (pre-construction & all fields should be filled out)
- Floodproofing Certificate
- Engineered opening Certificate



NATIONAL FLOOD INSURANCE PROGRAM

ELEVATION CERTIFICATE

AND

INSTRUCTIONS

2019 EDITION

New Elevation Certificate Status

OMB approved a new EC form. It now has an expiration date of November 30, 2022. The form is now on the FEMA website. Communities should begin to use the new form immediately. Pursuant to a Write Your Own (WYO) Bulletin W-16040 dated June 16, 2016, no further transition periods will be provided when a new FEMA EC form is approved. This means that for any EC signed and dated as of February 21, 2020, it must be on the latest form. This is official guidance from FEMA.





The Permit List

This template can be found on CRSresources.org/300





Elevation Certificate Submittal

- 1. "Finished construction" ECs only. The permit list should match the ECs.
- 2. Only insurable buildings should be submitted; no detached garages, pool cabanas, buildings outside the SFHA, etc.
- 3. Name your ECs by the street address (If possible). Do not combine into one PDF, but they can be zipped into one zip folder.
- 4. If you have more than 200 ECs: submit your permit list first. Your Resource Specialist will take a random sample and identify which 200 should be submitted for review.





- Missing engineered opening certificate
- Missing V Zone Certificate (or certificate missing information)
- Expired EC Form
- Wrong building diagram
- Incorrect community name or NFIP #
- Partial Map/Panel #
- Error 39: "attached garages vs enclosures" and A8/A9/C2d (use comments to explain lowest floors)
- C2e Machinery/equipment blank (don't accept surveyor's
 - comments that "not installed at the time", "no access to inside of house", or "machinery is on the roof")





Attached Garage or Enclosure?



This is an enclosure!

Elevated building diagrams (diagrams 6-8) have enclosures – not attached garages

So, what do I do if I receive an EC with errors?

- Errors in sections A, B, or C1: The community may use the Correction Memo to correct the error. The Memo must contain the address, the correction, floodplain administrator signature, and date. Attach the Memo to the front of the EC.
- If a certificate has an error in Section C (other than C1), it must be sent back to the surveyor for correction.
- If a surveyor uses an expired EC form:
 - Print off a new EC
 - Copy over ONLY Sections A/B/C
 - Check G1, fill out G Section signature/title/date & include note that surveyor used expired form
 - Attach the new EC with the old EC (both must be submitted)





How do I know if a certificate has an error?

OMB No. 1660-0008 Expiration Date: November 30, 2022

y all pages of this Elevation C	•	ollow the instructions on ts for (1) community of		ance agent/compan	y, and (3) building owne
SE	CTION A - PROPERTY IN	IFORMATION		FOR INSUR	ANCE COMPANY USE
A1. Building Owner's Name				Policy Numb	er.
A2. Building Street Address (in Box No. Either A2 or	ncluding Apt., Unit, Suite, a A3 must be completed,	0 /		Company N	AIC Number:
City		State		ZIP Code	
	A3 must be completed,	with City, State and	Zip		
A4. Building Use (e.g., Reside				D-t	007 T NAD 4000
A5. Latitude/Longitude: Lat. A6. Attach at least 2 photogra					927 NAD 1983
A7. Building Diagram Number	-	_		risurance.	
A8. For a building with a craw				ter NA in all blanks	Blank fields are ok
Square footage of cra		icie is no cramapace o	sq ft	ici revinanouna	. Diank helds are ok.
b) Number of permanent	flood openings in the crawl	Ispace or enclosure(s)	within 1.0 foot	above adjacent grad	de
c) Total net area of flood	openings in A8.b	sqin a	tual opening s	ize here, engineere	d size in D. Comments
d) Engineered flood oper	ings? Yes No I	If marked "Yes", must a	attach certificati	on from engineer o	r ICC-ES
A9. For a building with an atta	ched garage: if there is no	garage, enter NA in all	blanks. Blank	fields are ok.	
 a) Square footage of atta 	ched garage	sq ft			
b) Number of permanent	flood openings in the attac	hed garage within 1.0 f	oot above adja	cent grade	
c) Total net area of flood	openings in A9.b	sq in a	actual opening	size here, engineer	ed size in D. Comment
d) Engineered flood open	ings? Yes No	If marked "Yes", must a	ttach certificati	on from engineer o	r ICC-ES
!	SECTION B - FLOOD INS	SURANCE RATE MA	P (FIRM) INFO	ORMATION	
B1. NFIP Community Name 8	Community Number	B2. County Nan	ne		B3. State
Correct # or Correct Na	me & Correct #				
84. Map/Panel B5. Suffin Number	B6. FIRM Index B		. Flood ine(s)	B9. Base Flood El (Zone AO, use	evation(s) Base Flood Depth)
B10. Indicate the source of the		,		n Item B9:	
	Community Determin	ned Uther/Source:			
FIS PTOTILE FIRM				Othor(Causes	
B11. Indicate elevation datur	used for BFE in Item B9:	NGVD 1929	NAVD 1988	Outer/Source.	

Replaces all previous editions

CRS EC Checklist

Use the CRS EC Checklist!

This can be found on CRSresources.org/300





FEMA Form 086-0-33 (12/19)

U.S. DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency National Flood Insurance Program







