



FEMA



Common EC Errors & Recertification Tips

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

RiskMAP

Increasing Resilience Together



Common Elevation Certificate Errors

Recertification Schedule

**Keep contact info current with
your Specialist!**

CRS Annual Recertification Schedule			
CC-213 Recertification and Required Documentation Due to ISO By:			
First Quarter	2nd Quarter	3rd Quarter	4th Quarter
February 1	May 1	August 1	October 15
Alaska Connecticut Florida: Miami -Dade County Florida: Monroe County Illinois Indiana Iowa Kansas Maine Michigan Minnesota Mississippi New Hampshire New York North Dakota Ohio Pennsylvania Rhode Island South Dakota Vermont Wisconsin	Colorado Delaware Florida: All Others Kentucky Massachusetts Missouri Nebraska Puerto Rico West Virginia	Arkansas California Idaho Louisiana Montana North Carolina South Carolina Utah Virginia Wyoming	Alabama Arizona Georgia Hawaii Maryland Nevada New Jersey New Mexico Oklahoma Oregon Tennessee Texas Washington
Annual Recertification Information Distributed to Community By:			
December 15	March 15	June 15	September 1

**Please reply or send receipt to recert email
sent on Sept. 1st!**



Construction Certificates:

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

Common Elevation Certificate Errors

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](https://www.fema.gov/elevation-certificate). 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.



FEMA

NATIONAL FLOOD INSURANCE PROGRAM

ELEVATION CERTIFICATE

AND

INSTRUCTIONS

2019 EDITION

Common Elevation Certificate Errors

The Permit List

**This template can be found on
CRSresources.org/300**

[illegible]

Common Elevation Certificate Errors

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.

Common Elevation Certificate Errors

- 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

Common Elevation Certificate Errors

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?

Use the CRS EC Checklist!

This can be found on CRSresources.org/300

Common Elevation Certificate Errors

Questions?

