



New Hampshire Floodplain Management Program Fact Sheet #2

FEMA ELEVATION CERTIFICATE

Elevation Certificate Overview

The National Flood Insurance Program (NFIP) Elevation Certificate is an administrative tool that can be used to provide elevation information for three different purposes.

The Elevation Certificate is used to:

1

to ensure compliance with community floodplain management ordinances

2

to inform mitigation actions that will lower flood risk

3

to support a request for a FEMA Letter of Map Amendment (LOMA)

Community Floodplain Management

Communities that participate in the NFIP have adopted and enforce community floodplain regulations. One of the community's requirements is to require and obtain as-built elevation data for all new and substantially improved structures located in a Special Flood Hazard Area (SFHA). Community permitting officials must review this elevation data to ensure floodplain development complies with the regulations (see pages 3 and 4 of this fact sheet for guidance on reviewing an Elevation Certificate).

Although not required as part of their NFIP participation, communities are ***strongly encouraged*** to require applicants to submit a completed Elevation Certificate as the method to document the required elevation data. Communities that also participate in the NFIP Community Rating System (CRS) are required to obtain and maintain Elevation Certificates for all new and substantially improved structures.

Mitigation Actions to Lower Flood Risk

The second purpose of the Elevation Certificate is to inform mitigation actions that will lower flood risk. For example, the Elevation Certificate shows the location of the building, lowest floor elevation, building characteristics, and flood zone. An Elevation Certificate is no longer required to purchase flood insurance coverage, though a property owner may choose to provide an elevation certificate to determine if it will lower their insurance costs.

Letter of Map Amendment

The third purpose of the Elevation Certificate is providing elevation data as part of the FEMA Letter of Map Amendment (LOMA) application process to remove a structure or a property from the floodplain. A Licensed Land Surveyor, Engineer, or Architect must complete either the Elevation form of the LOMA application or a FEMA Elevation Certificate. More information about the LOMA process can be found in Fact Sheet #4 - Letter of Map Amendment located on the NH Floodplain Management Program's [website](#).

How to get an Elevation Certificate

Hire a Licensed Land Surveyor, Professional Engineer, or Architect who is authorized by law to certify elevation information. For a fee, these professionals can complete an Elevation Certificate for you. In some cases, a Community's Building Permitting Office may have a copy of a structure's Elevation Certificate on file.

[Download a blank Elevation Certificate and instructions](#)

Elevation Certificate Resources and Training

[Understanding Elevation Certificates Fact Sheet](#)

Aimed towards property owners, learn how an Elevation Certificate is useful in the New Risk Rating 2.0 insurance premium rating methodology, how it is used for construction and regulatory purposes, and how to obtain an Elevation Certificate.

[FEMA's Floodplain Management Bulletin: Elevation Certificates](#)

FEMA's Floodplain Management Bulletin addresses frequently asked questions about completing and using the Elevation Certificate and is primarily intended to assist local floodplain management officials with responsibility for administering the community's floodplain management ordinance and to assist land surveyors, architects, and engineers who are authorized by law to certify elevation information on the Elevation Certificate.

[Elevation Certificate Training Webinars](#)

Online training is regularly held by a FEMA contractor on the proper way to complete an Elevation Certificate and best practices for using it for the community floodplain development review process. To view upcoming sessions and to register, visit CRSResources.org and then on the "Upcoming" tab.

Elevation Certificate trainings are periodically held by the NH Floodplain Management Program. Learn more on the NH Floodplain Management Program's [website](#).

New Hampshire Floodplain Management Program and Resources

The NH Floodplain Management Program is a program of the Office of Planning and Development (OPD) within the NH Department of Business and Economic Affairs. OPD is the state coordinating agency for the NFIP and works in partnership with FEMA. For more information about the Program and the services it provides or to view FEMA resources and guidance documents, please visit the NH Floodplain Management Program's [website](#) or contact the team via 603-271-1755 or planning@livefree.nh.gov.

Guidance for Reviewing for Compliance with Community Floodplain Regulations

ELEVATION CERTIFICATE IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGES 9-19

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

SECTION A – PROPERTY INFORMATION	FOR INSURANCE COMPANY USE
<p>A1. Building Owner's Name: <input style="width: 80%;" type="text"/></p> <p>A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.: <input style="width: 95%;" type="text"/></p> <p>City: <input style="width: 40%;" type="text"/> State: <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> ZIP Code: <input style="width: 30%;" type="text"/></p> <p>A3. Property Description (e.g., Lot and Block Numbers or Legal Description) and/or Tax Parcel Number: <input style="width: 95%;" type="text"/></p> <p>A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.): <input style="width: 95%;" type="text"/></p> <p>A5. Latitude/Longitude: Lat. <input style="width: 15%;" type="text"/> Long. <input style="width: 15%;" type="text"/> Horizontal Datum: <input type="checkbox"/> NAD 1927 <input type="checkbox"/> NAD 1983 <input type="checkbox"/> WGS 84</p> <p>A6. Attach at least two and when possible four clear photographs (one for each side) of the building (see Form pages 7 and 8).</p> <p>A7. Building Diagram Number: <input style="width: 10%;" type="text"/></p>	<p>Policy Number: <input style="width: 80%;" type="text"/></p> <p>Company NAIC Number: <input style="width: 80%;" type="text"/></p>
<p>A8. For a building with a crawlspace or enclosure(s):</p> <p>a) Square footage of crawlspace or enclosure(s): <input style="width: 150px; border: 1px solid red;" type="text" value="700"/> sq. ft.</p> <p>b) Is there at least one permanent flood opening on two different sides of each enclosed area? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>c) Enter number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade: Non-engineered flood openings: <input style="width: 50px;" type="text"/> Engineered flood openings: <input style="width: 50px;" type="text"/></p> <p>d) Total net open area of non-engineered flood openings in A8.c: <input style="width: 50px;" type="text"/> sq. in.</p> <p>e) Total rated area of engineered flood openings in A8.c (attach documentation – see Instructions): <input style="width: 100px;" type="text"/> sq. ft.</p> <p>f) Sum of A8.d and A8.e rated area (if applicable – see Instructions): <input style="width: 100px; border: 1px solid red;" type="text" value="720"/> sq. ft.</p>	
<p>A9. For a building with an attached garage:</p> <p>a) Square footage of attached garage: <input style="width: 100px;" type="text"/></p> <p>b) Is there at least one permanent flood opening on two different sides of each enclosed area? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>c) Enter number of permanent flood openings in the attached garage: Non-engineered flood openings: <input style="width: 50px;" type="text"/> Engineered flood openings: <input style="width: 50px;" type="text"/></p> <p>d) Total net open area of non-engineered flood openings in A9.c: <input style="width: 50px;" type="text"/> sq. in.</p> <p>e) Total rated area of engineered flood openings in A9.c (attach documentation – see Instructions): <input style="width: 100px;" type="text"/> sq. ft.</p> <p>f) Sum of A9.d and A9.e rated area (if applicable – see Instructions): <input style="width: 100px;" type="text"/> sq. ft.</p>	
SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION	
<p>B1.a. NFIP Community Name: <input style="width: 80%;" type="text"/></p> <p>B2. County Name: <input style="width: 30%;" type="text"/> B3. State: <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> B4. Map/Panel No.: <input style="width: 20%;" type="text"/> B5. Suffix: <input style="width: 10%;" type="text"/></p> <p>B6. FIRM Index Date: <input style="width: 20%;" type="text"/> B7. FIRM Panel Effective/Revised Date: <input style="width: 20%;" type="text"/></p> <p>B8. Flood Zone(s): <input style="width: 20%;" type="text"/> B9. Base Flood Elevation(s) (BFE) (Zone AO, use Base Flood Depth): <input style="width: 100px; border: 1px solid red;" type="text" value="200.5"/></p> <p>B10. Indicate the source of the BFE data or Base Flood Depth entered in Item B9: <input type="checkbox"/> FIS <input type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input type="checkbox"/> Other: _____</p> <p>B11. Indicate elevation datum used for BFE in Item B9: <input type="checkbox"/> NGVD 1929 <input type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other/Source: _____</p> <p>B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

Verify that Item A8 (f) is equal or greater than Item A8 (a). If Item A8 (f) is equal or greater, then the crawlspace/enclosure is compliant. If Item A8 (f) is less, then the crawlspace/enclosure is not compliant.

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGES 9-19

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.): _____

City: _____ State: _____

SECTION C – BUILDING ELEVATION

C1. Building elevations are based on: Construction Drawing Other: _____
*A new Elevation Certificate will be required when construction is completed.

C2. Elevations – Zones A1–A30, AE, AH, AO, A (with BFE), VE, V, A99. Complete Items C2.a–h below according to the Building Code. Benchmark Utilized: _____

Indicate elevation datum used for the elevations in items a) through h) below.

NGVD 1929 NAVD 1988 Other: _____

Datum used for building elevations must be the same as that used for the BFE. Conversion factor used? Yes No
If Yes, describe the source of the conversion factor in the Section D Comments area.

a) Top of bottom floor (including basement, crawlspace, or enclosure floor):

197.75

b) Top of the next higher floor (see Instructions):

205.0

c) Bottom of the lowest horizontal structural member (see Instructions):

d) Attached garage (top of slab):

e) Lowest elevation of Machinery and Equipment (M&E) servicing the building (describe type of M&E and location in Section D Comments area):

210.0

f) Lowest Adjacent Grade (LAG) next to building: Natural Finished

197.55

g) Highest Adjacent Grade (HAG) next to building: Natural Finished

h) Finished LAG at lowest elevation of attached deck or stairs, including structural support:

SECTION D – SURVEYOR ENGINEER CERTIFICATION

This certification is to be signed and sealed by a Surveyor or Engineer. I certify that the information on this certificate is true and correct. I understand that any false statement may be punishable by fine or imprisonment.

Were latitude and longitude in Section A provided? Yes No

Check here if attachments and describe in Section D Comments area.

Certifier's Name: _____

Title: _____

Company Name: _____

Address: _____

Verify that Item C2 (a) is equal or greater than item B9. If item C2 (a) is greater, then it is compliant. If item C2 (a) is not greater, verify that Item A8 (a-d) is compliant. If it is, then Item C2 (a) is not considered the Lowest and is not required to be equal or greater than B9. If Item A8 (a-d) is not compliant, then Item C2 (a) is considered the Lowest Floor and must be equal or greater than Item B9 to be compliant.

If Item C2 (a) is less than Item B9 but Item A8 (a-d) is compliant, then Item C2 (b) is considered the Lowest Floor. If so, then Item C2 (b) must be equal or greater than Item B9 to be compliant.

Verify that Item C2 (e) is equal or greater than Item B9 to be compliant.

Verify that Item C2 (f) is equal or less than Item C2 (a). If Item C2 (f) is equal or less, then the Bottom Floor is at or above the ground on all sides (no basement). If Item C2 (f) is greater, then the Bottom Floor is below the ground on all sides and is considered a basement and not compliant.