Elevation Certificate Policy & Procedure Building Permit Applications

Per Unified Development Code Chapter 350-210

- An Elevation Certificate is required for all construction within a Federal Emergency Management Agency (FEMA) designated floodplain. If you are unsure if your property is in a FEMA Special Flood Hazard Area, contact the Flood Commission at 575-525-5558.
- An Elevation certificate is issued by the County Floodplain Administrator in order to obtain the elevation of the lowest floor (including basement) of all new and substantially improved buildings. It is to be used to provide elevation information necessary to ensure compliance with community floodplain management ordinances, to determine the proper insurance premium rate, and to support a request for a letter of map amendment or revision (LOMA or LOMR-F)

Requirements:

- For "New Construction"
 - Pre-Construction Elevation Certificate "EC 1"
 - An elevation certificate must be signed and sealed by a New Mexico Registered Professional Surveyor and returned to the Flood Commission Office prior to any construction on site has begun. A building permit can be released by the Flood Commission upon receipt and acceptance of EC 1.
 - Section C must have Benchmark & Datum listed, with HAG & LAG elevations provided in the appropriate sections in order to be accepted by the Flood Commission.
 - o Under-Construction Elevation Certificate "EC 2"
 - An elevation certificate must be signed and sealed by a New Mexico Registered Professional Surveyor, and returned to the Flood Commission Office <u>before</u> a foundation is poured.
 - Section C must have Benchmark & Datum listed, Top of bottom floor elevation populated, with HAG & LAG elevations provided in the appropriate sections in order to be accepted by the Flood Commission. Top of bottom floor elevation should be shot at top of wood/metal forms to ensure that the proposed foundation elevation is compliant.
 - Post-Construction Elevation Certificate "EC 3"
 - An elevation certificate must be signed and sealed by a New Mexico Registered Professional Surveyor, and returned to the Flood Commission Office after construction is complete. A Certificate of Occupancy cannot be issued until EC 3 is accepted by the Flood Commission.
 - Section C & D must be filled out completely in addition to photographs of all sides of the structure and any machinery/equipment servicing the building must be included in the packet before being accepted by the Flood Commission

- For "Existing Structures"
 - Post Construction Elevation Certificate
 - An elevation certificate must be signed and sealed by a New Mexico Registered Professional Surveyor, and returned to the Flood Commission Office.
 - Section C & D must be filled out completely in addition to photographs of all sides of the structure and any machinery/equipment servicing the building must be included in the packet before being accepted by the Flood Commission

Procedure:



Applicant applies for Building Permit, and is notified of the requirement to complete a series of Elevation Certificates to complete their submittal.

Applicant hires a surveyor of their choice to complete the Elevation Certificate series. Surveyor will visit the subject property and stake out the proposed building footprint location. Existing grades will be surveyed to complete EC 1.

Applicant returns signed and sealed EC to the Flood Commission. Building Permit can be released pending acceptance of EC 1, once outstanding comments from all departments have been addressed.

Construction begins and continues until foundation is ready to be poured. Once the forms are set for the foundation, the Surveyor will visit the property to obtain elevations for anticipated top of bottom floor, and note any changes of adjacent grade listed on EC 1. Surveyor will sue this information to compete EC 2.

Applicant or Surveyor returns EC 2 to the Flood Commission. Upon receipt and acceptance of EC 2, construction is permitted to continue pending outstanding comments from all departments have been addressed. <u>Construction cannot move forward until Step 5 is completed.</u>

Construction continues until finished. Surveyor will make a third visit to the property to obtain final elevations for top of bottom floor, attached garage, machinery/equipment, and adjacent grade. Surveyor will use this information to complete Section C & D of EC 3.

Applicant or Surveyor returns EC 3 to the Flood Commission. Upon receipt and acceptance of EC, a Certificate of Occupancy can be issued by the Building Services Department, pending no additional outstanding comments from other departments.