



# CONSTRUCTION CERTIFICATE MANAGEMENT PROCEDURES

Village of Montgomery

The Community Development Department is responsible for the administration of all development issues within the Village including permitting, inspection, and review of all construction, along with the creation of and maintenance of all building permit files and administrative documents (ordinances, building guides, applications, forms, outreach materials, etc.) related to building and development. All inspections and permit/plan reviews are coordinated by the Community Development Department, as well as all permit approvals.

The purpose of this document is to explain our management procedures for review of Elevation Certificates and all other required floodplain-related construction certificates including, but not limited to, Floodproofing Certificates and engineered flood opening certificates. These procedures outline the types of certificates required, the collection and review of all certificates, how corrections should be made, where the certificates are stored/archived, and how we make these certificates available to the public.

## **TYPES OF CERTIFICATES REQUIRED**

When any new construction, substantial improvement or repair for a substantially damaged building is conducted in the Special Flood Hazard Area (SFHA), the Community Development Department shall require an Elevation Certificate and any other floodplain-related certificate that is appropriate such as Floodproofing Certificate for Non-Residential Structures, Residential Basement Floodproofing Certificate, and certification of engineered flood openings for the development.

## **WHEN CERTIFICATES ARE REQUIRED**

The applicant shall submit an Elevation Certificate marked "construction drawings" with the building permit application. This Elevation Certificate shall be used to determine if the proposed design is in compliance with the Stormwater Ordinance. After the foundation is built and the elevation of the lowest floor is determined, another Elevation Certificate shall be submitted that is marked "building under construction." This will document the elevation of surrounding grades and the lowest floor to ensure they comply with the approved plans before further construction is allowed. Once construction on the building is finished and all adjacent grading is finalized, a complete and correct "as-built" Elevation Certificate must be submitted by the applicant to show the "as-built" characteristics of the building. An "as-built" Elevation Certificate must be received, reviewed, and corrected (if necessary) before a certificate of occupancy or final approval of the permit is issued. At this point, all other required certificates must also be submitted and reviewed.

If a Floodproofing Certificate for Non-Residential Structures is required for a floodproofed non-residential building, an Elevation Certificate is not required for purposes of the National Flood Insurance Program (NFIP), but we will require one to help verify compliance with our Stormwater Ordinance. A complete and correct Floodproofing Certificate is required to be submitted to the Community Development Department once construction is finished on the building but before issuing a certificate of occupancy.

A Residential Basement Floodproofing Certificate is required for a building with a basement that is floodproofed. An Elevation Certificate is also required to help verify compliance with our Stormwater Ordinance. A complete and correct Residential Basement Floodproofing Certificate is required to be submitted to the Community Development Department once construction is finished on the building before a certificate of occupancy may be issued.

When engineered flood openings are installed in the foundation of a building, and the Elevation Certificate indicates that they were installed (Sections A8d and A9d on the Elevation Certificate), an engineered opening certification is required to be submitted with the Elevation Certificate to help verify compliance and the insurance rate. Be sure the developer submits either the International Code Council® Evaluation Service (ICC-ES) form for the engineered opening or an individual certification. Individual certifications must cover the following, at a minimum:

- 1) An identification of the building (address) that has the engineered openings installed;
- 2) The design professional's name, title, address, type of license, the state issuing the license, signature, and seal;
- 3) A statement certifying the design of the openings will automatically equalize hydrostatic flood loads on exterior walls by allowing for the automatic entry and exit of floodwaters; and
- 4) A description of the range of flood characteristics tested or computed for which the certification is valid, such as rates of rise and fall of floodwaters.

## **WHAT DEPARTMENT COLLECTS/REVIEWS CONSTRUCTION CERTIFICATES**

All finished-construction Elevation Certificates shall be submitted initially to the Community Development Department for tracking and initial review. The Administrative Assistant logs the Elevation Certificate in our tracking system, it is then forwarded to the Community Development Director and Chief Building Official, who review it and all supporting documentation for initial compliance. It is then forwarded to the Village Engineering Consultant's Certified Floodplain Manager for their review and approval. Both departments review the Elevation Certificate and supporting documentation, along with all other required certificates, to ensure all applicable building and development ordinances and standards are met. Upon receipt of the

Elevation Certificate from the Community Development Department the Engineering Consultant's Certified Floodplain Manager reviews all permit application information to determine approval for the Elevation Certificate. It is then forwarded to the Community Development Department for final approval for all parts of the building permit. The certificate of occupancy or final permit approval will not be issued until all problems with an Elevation Certificate and supporting documentation are resolved.

## **HOW CERTIFICATES ARE CORRECTED**

The Village Engineering Consultant's Certified Floodplain Manager should consult the CRS's Elevation Certificate Checklist when reviewing an Elevation Certificate to ensure all required fields are completed correctly. When an error is noticed on an Elevation Certificate, there are three ways to correct it.

- (1) For any inaccurate or incomplete information in Section C2, the Village Engineering Consultant's Certified Floodplain Manager should request a new certificate from the applicant or his/her representative (surveyor/engineer/architect) who certified the form.
- (2) If incomplete or inaccurate information is found in the other sections, the Village Engineering Consultant's Certified Floodplain Manager can do the following. As a general rule, and as law in some states, the local official **SHOULD NOT** mark up a signed and sealed form.
  - a) The forms may be returned to the applicant (or representative) with instructions on what needs to be changed or corrected; or
  - b) The Village Engineering Consultant's Certified Floodplain Manager can prepare a separate memo with the correct information and attach a "memo of correction." When the certificate is provided to an inquirer, the memo must be included with it; or
  - c) The Village Engineering Consultant's Certified Floodplain Manager can note the changes or corrections in Section G.

All finished-construction Elevation Certificates that had errors on them should be returned to the applicant within 10 business days for immediate correction. In no case shall we accept a finished-construction Elevation Certificate until all corrections deemed appropriate by the Village Engineering Consultant's Certified Floodplain Manager are addressed. In no cases shall a certificate of occupancy or final approval for a permit be granted until the Village Engineering Consultant's Certified Floodplain Manager, the Chief Building Official, and the Director of Community Development have all approved the permit.

If corrections are completed after the Certificate of Occupancy [final approval], the Village Engineering Consultant's Certified Floodplain Manager must ensure the

homeowner receives a copy of the corrected Elevation Certificate in case the correction(s) would affect the building's insurance rating.

## **HOW AND WHERE THE CERTIFICATES ARE MAINTAINED**

All Elevation Certificates and all required construction certificates, as well as all other permit application documentation, shall be stored in the address file in the Community Development Department. They also shall be scanned at the usual time building files are scanned for storage/archival. Copies of the finished-construction Elevation Certificates, along with the other required construction certificates (if applicable), shall also be placed in a separate folder containing all Elevation Certificate information for CRS purposes, labeled "Activity 310," organized by CRS recertification date. All other state and local records retention policies shall be observed. Digital Elevation Certificates and required certificates are to be filed with the address file in the Community Development Department online files, just like all building permit documents.

## **HOW CERTIFICATES ARE MADE AVAILABLE TO INQUIRERS**

When a member of the public requests a copy of an Elevation Certificate, the request shall be initiated with the Community Development Department. The Community Development Department shall act on the request immediately, if time allows, but at worst, shall have 3 business days to make a copy of the requested information and make the documentation available to the inquirer. There is no financial charge for this service.