Common Elevation Certificate Errors

Section A:

- A3 – property legal description – property parcel # or legal description from deed
- Diagram #
- Blank fields in A8 and A9
- Providing backup documentation on engineered flood vents

Section B:

- Wrong NFIP # - must list community name and NFIP # in B1
- Wrong index dates
- Item B10 – where did the BFE come from, especially in unnumbered “A” zones

Section C:

- Understanding the distinguishing features of each diagram #
- Definition of finished construction
- Information certified in C2(a-g) does not support diagram # used
- No entry for C2e (machinery and equipment)
- Leaving field blank instead of using N/A.

Other helpful hints:

- Do not mark EC with corrections!
- Make a “complete and correct” EC a condition for certificate of occupancy.
- Never assume the EC was filled out correctly because it has the seal on it – always check.
- Establish a review process that determines if the EC is complete and correct.
- Fill out as much of EC as you can at the time of the permit application.

For more guidance on Elevation Certificates, see the bottom of FEMA’s Elevation Certificate form for section-by-section instructions. Also see WRC presentation on Elevation Certificates.