



ELEVATION CERTIFICATE REVIEW

Address or APN: _____

Permit Number: _____

This Elevation Certificate is:

- Approved **with Conditions of Approval**: The *next* elevation certificate must be corrected in accordance with the comments below.
- EC 1, Construction Drawings: **Approved** to Issue the Building Permit. Do not construct anything above the lowest floor elevation.
- EC 2, Building Under Construction: **Approved** to construct above the lowest floor elevation. Do not occupy structure.
- EC 3, Finished Construction. **Approved** for occupancy.
- Not Approved**. The following corrections are required for approval:
 - The form is expired. Elevation Certificates must be submitted on the latest forms published by FEMA. The EC Reviewer is to provide the latest form to the applicant.
 - Section A1 to A-3, the owner's name, building address, city, state, ZIP, and APN must all be correct. *The EC Reviewer must verify with the permit information in TRAKIT, the application, plans, etc.*
 - Section A4 the description must include Residential, Nonresidential, or Addition.
 - Section A5 the latitude, longitude and datum must be specified. *The EC Reviewer must use a tool such as GIS or Google Earth to verify the lat/long match the building location.*
 - Section A6, for EC3 Finished Construction, a minimum of 2 photos are required.
 - Section A7, the building diagram does not match the proposed plans or constructed building.
 - o Diagram 1a: Typical slab on grade.
 - o Diagram 1b: Elevated slab on stem wall with fill.
 - o Diagram 2a / 2b: not permitted for new construction in a flood zone
 - o Diagram 3: RARE. Slab on grade split level buildings or townhouses.
 - o Diagram 4: not permitted for new construction in a flood zone
 - o Diagram 5: Manufactured Home on piers.
 - o Diagram 6: RARE. Similar to 5 with a small enclosure under the MH.
 - o Diagram 7: Walkout Enclosure only used for parking, storage, and access to the main level
 - o Diagram 8: Crawlspace. Must be vented unless LAG is above BFE. This diagram is also acceptable for Manufactured Homes.
 - o Diagram 9: not permitted for new construction in a flood zone
 - PLANS**: The plans must include cross section(s) matching the stated Building Diagram Number.
 - Section A8a an enclosure under living space used for parking is an enclosure, not an attached garage.
 - Section A8b flood vents must be within one foot of grade. Must be located on separate walls to provide drainage. Do not include vents that do not meet the location requirements.
 - Section A8c at least one square inch of venting for each square foot of enclosure area. For engineered openings, use the engineered or rated size.

- Section A8d for engineered openings, attach the engineering calculations or testing certification.
- Section A9a an enclosure under living space used for parking is an enclosure, not an attached garage.
- Section A9b flood vents must be within one foot of grade. Must be located on separate walls to provide drainage. Do not include vents that do not meet the location requirements.
- Section A9c at least one square inch of venting for each square foot of enclosure area. For engineered openings, use the engineered or rated size.
- Section A9d for engineered openings, attach the engineering calculations or testing certification.
- PLANS:** For all venting required for Section 8 or Section 9, the plans must show the vents that will be used with specifications of the open area calculation, along with the location of the required number. A cross section must be shown to indicate the vent will be located within one foot of grade and the interior shall not have a “basement” as defined by the NFIP.
- Section B1a: Yolo County (Unincorporated Areas)
- Section B1b: 060423
- Section B2: Yolo
- Section B3: CA
- Section B4: 06113C0###. The FIRM panels and index are in this folder:
 S:\Building\FLOOD\Maps and Studies\FIRM
- Section B5: **G** or **H**. Refer to the FIRM Index – do not refer to TRAKiT or GIS for the suffix
- Section B6: 05-16-2012
- Section B7: If B5 was G, then 6/18/2010. If B5 was H then 5/16/2012
- Section B8: A, AE, AO, or X. Look at the entire building footprint when determining flood zone
- Section B9: The BFE must be approved by the floodplain administrator
- Section B10: must be completed; must use FIS Profile when available
- Section B11: NAVD 88
- Section B12: No (blank is OK)
- Section B13: NO
- Section C1, One of the three options must be checked, and must match the review you are performing.
- Section C2 every section must have a number or N/A.
 - The checkbox for “Foot” must be checked for all elevations.
- Section C2a must have a value. Always, always required. Reference the building diagrams.
 - Building Diagrams 1a, 1b, 3:* Top of slab. This is also the “Lowest Floor Elevation” and must be at least one foot above the base flood elevation.
 - Building Diagrams 5, 6, 7, 8:* Elevation of lowest grade in crawlspace or similar. This elevation is not the “Lowest Floor Elevation” so it may be below the BFE if the area below the BFE is open or vented.
- PLANS:** The plans must provide details and specifications indicating that the top of bottom floor must be above the Lowest Adjacent Grade. Otherwise, it becomes a prohibited “basement” as defined in the NFIP.



Section C2b: Depending on the diagram number, this may be the “Lowest Floor” for insurance purposes, or it may be N/A for a single-story slab-on-grade building. Must be higher than C2a. Height above C2a must be consistent with the diagram number.

Building Diagrams 1a, 1b, 3: this value may be N/A for single-story buildings. For multi-story buildings it will be the elevation of the second floor.

Building Diagrams 5, 6: Finished floor elevation of the MH living space.

Building Diagrams 7, 8: Finished floor elevation of the lowest living space. This is also the “Lowest Floor Elevation” and must be at least one foot above the base flood elevation.

PLANS: The plans must locate and reference a Temporary or Permanent Benchmark so that builders can know the required foundation height.

Section C2c

Building Diagrams 5 or 6: Bottom of a Manufactured Home chassis. Because MH foundation systems require the entire chassis to be elevated at least one foot above BFE, this elevation must be at least one foot above BFE.

Building Diagrams, all others: N/A

Section C2d must be consistent with Sections A8 and A9. An enclosure under living space used for parking is an enclosure, not an attached garage.

Section C2e This field is required unless it is an accessory structure without any services. A Finished Construction EC is not valid if any machinery is still pending installation or finished grading is not complete. Always require a comment in Section D Comments describing the equipment that was measured.

PLANS: The plans must specify the minimum elevation for all equipment. The plans must locate and reference a Temporary or Permanent Benchmark so that installers can know the required installation height.

Section C2f must have a value

Section C2g must have a value

Section C2h must have a value on EC3 (may be N/A for EC1 & EC2)

In Section D, the surveyor’s information must be correct. The seal and signature must be provided. Latitude and Longitude must be provided by a licensed land surveyor. Check the box for attachments.

In Section D, the comments must include the type of equipment and location for C2e.

Section E & F: Because state building codes require building permits to have a determined BFE, this section will never be used for an EC required for building permitting in Yolo. All fields can be N/A. If values are provided, they must be verified.

On EC 3, Finished Construction:

EC Reviewer is to complete all sections except the signature line.

G10: design flood elevation is BFE + 1.0

In the comments include the initials of the Building Division staff that reviewed the form.

Once completed, submit to the Floodplain Administrator for approval and signature.

In the Attachments...

Staff Reviewer _____

Date _____

Floodplain Administrator _____

Date _____



ELEVATION CERTIFICATE STANDARD OPERATING PROCEDURE

The Yolo County Department of Community Services receives, maintains, and stores all Elevation Certificates for structures built in the Special Flood Hazard Area. Certificates are reviewed for completeness during plan review, while the building is under construction, and at final inspection. If the elevation certificate is incorrect or incomplete, the plan review or inspection is denied and returned to the applicant with corrective actions. The certificates are initially reviewed by staff that has been trained. They receive a second review by the Floodplain Administrator.

Inspectors are alerted to the requirement for an Elevation Certificate using two methods: stamps on the plans indicate a certificate is required, and the permit tracking software has an inspection required before the building can move past the appropriate milestones.

The Building Division maintains the certificates in redundant formats to ensure their security and availability. A paper copy is kept in a file cabinet designated for the storage of Elevation Certificates, organized by Assessor's Parcel Number. Electronic copies are stored in the permit file for the project. Additionally, all new certificates are stored in a separate electronic folder organized for CRS Submission. For electronic files, the database server undergoes regular backup as part of a routine managed by our Department of Information Technology.



ELEVATION CERTIFICATE MEMO OF CORRECTION

Only corrections to EC Sections A and B can use this form. Corrections to sections C, D, E and F require a new certificate.

Permit Number _____

Address on Original _____

The following fields are not correct on the attached form and should read as entered on this page:

Field	Description	Corrected Value
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Community: Yolo County (Unincorporated Areas) 060423

Floodplain Administrator: Scott Doolittle, 530-666-8037

Comments _____

Date _____ Signature _____