

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](#).