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## Elevation Certificate

### Standard Operating Procedure (SOP)

The Elevation Certificate is to be used to provide elevation information necessary to ensure compliance with the City of Ocala floodplain management ordinances, prevent flood damage, to determine the proper insurance premium rate, and to support a request for a Letter of Map Amendment (LOMA) or Letter of Map Revision based on fill (LOMR-F).

Flood elevation certificates shall be required for all construction of new or substantial improvements (50% or more) to habitable structures within a FEMA flood zone or City of Ocala Special Flood Hazard Area.

The following steps describe in detail the process of how the Elevation Certificate is submitted and reviewed:

#### A. Preliminary Elevation Certificate:

**Step 1:** During intake of a permit application, Permit Tech checks restrictions on property to determine if the property falls within a FEMA flood zone or City of Ocala Special Flood Hazard Area.

**Step 2:** Contractor shall include with the permit application a Preliminary Elevation Certificate and must identify and fill in all the required information in each section. If an item is not applicable, the contractor should indicate with "N/A".

**Step 3:** The Permit Tech shall add a Plan Review for the Stormwater Compliance reviewer in ProjectDox.

**Step 4:** Review of Preliminary Elevation Certificate

- a. **If approved**, Stormwater Compliance reviewer enters approval under Plan Review.
- b. **If not approved**, Stormwater Compliance reviewer contacts applicant to notify them of issue. Enters comments under Plan Review in ProjectDox.

**Step 5:** Permit shall not be issued until the Preliminary Elevation Certificate has been approved by the Stormwater Compliance reviewer and so noted in ProjectDox.

- a. Building, Plumbing, and permits for underground improvements will be issued with a status of Issued. All other sub-permits will be issued with the status of Issued-Pending Survey (see Step 5.b. below.)
- b. After the slab has been poured, the building inspector will change the status of all open permits from Issued to Issued-Pending Survey to preclude scheduling of inspections until an interim slab survey has been submitted and approved by Stormwater Compliance reviewer as consistent with the Preliminary Elevation Certificate.

## **B. Slab Survey:**

**Step 1:** A slab survey shall be submitted for review and approval after the slab has been poured and prior to the scheduling of the next inspection.

**Step 2:** The surveyor shall identify on the slab survey:

- a. Lowest finished floor elevation of habitable area
- b. Lowest finished floor elevation of non-habitable area (typically the garage)
- c. Elevation of all four lot corners
- d. Elevation of crown of road measured along center line at lot corners and midpoint

**Step 3:** The contractor shall contact the Permit Techs that they are ready to upload the slab survey to the permit in Project Dox. The Permit Techs shall restart the ProjectDox workflow to send a task to upload plans to the contractor. Once the slab survey is uploaded, the Permit Techs will add a Plan Review for the Stormwater Compliance reviewer.

**Step 4:** Review of slab survey:

- a. **If approved**, Stormwater Compliance reviewer enters approval under Plan Review
- b. **If not approved**, Stormwater Compliance reviewer contacts applicant to notify them of issue. Enters comments under Plan Review in ProjectDox.

**Step 5:** Subsequent inspections shall not be scheduled until the slab survey has been approved by the Stormwater Compliance reviewer and so noted in ProjectDox. Upon approval of the interim slab survey by the Stormwater Compliance review, the Permit Techs will change the status of all open permits to Issued.

## **C. Final Elevation Certificate:**

**Step 1:** An original Final Elevation Certificate shall be submitted for review and approval prior to the issuance of a Certificate of Occupancy.

**Step 2:** Contractor shall submit a Final Elevation Certificate and must identify and fill in all the required information in each section. If an item is not applicable, the contractor should indicate with "N/A".

**Step 3:** The Permit Tech shall upload the Final Elevation Certificate to the permit in ProjectDox, restart the workflow, and add a Plan Review for the Stormwater Compliance reviewer. The original certificate shall be sent via interoffice mail to the designated Stormwater Compliance reviewer for retention.

**Step 4:** Review of Final Elevation Certificate

- a. **If approved**, Stormwater Compliance reviewer enters approval under Plan Review
- b. **If not approved**, Stormwater Compliance reviewer contacts applicant to notify them of issue. Enters comments under Plan Review in ProjectDox.

**Step 5:** The Certificate of Occupancy shall not be issued until the Final Elevation Certificate has been approved by the Stormwater Compliance reviewer and so noted in ProjectDox.