

Survey Requirements for Construction in the Special Flood Hazard Area

These notes must be placed on the specific plan sheets indicated, using the same font size and borders as depicted.

The following must be placed on the front page of the *Building Permit* plans:

Elevation Certification Submittal Requirements for Construction in the Special Flood Hazard Area

FEMA Flood Zone Designation: _____

DURING CONSTRUCTION OF STRUCTURE:

- After the floor framing is completed and prior to the floor joist inspection, the Permittee must complete a FEMA *Elevation Certificate* verifying that the lowest floor has been constructed at or above the Base Flood Elevation and that the elevation of any subfloor crawl space is equal to or higher than the adjacent ground outside the foundation wall on at least one side of the structure.
- The completed *Elevation Certificate* must be submitted to the Public Works Inspector for review prior to closing up the floor. The Inspector must be able to visually verify the grades shown on the Certificate. Once the *Elevation Certificate* is approved, the Public Works Inspector will sign the *Building Permit* inspection card indicating that further building inspections may occur.
- No further building inspections beyond the foundation inspection will be made by City Building Inspection staff until the Public Works Inspector has verified that the Permittee has successfully fulfilled the above elevation certification requirements.
- In most cases, the *Elevation Certificate* may only be signed by a land surveyor, engineer, or architect who is authorized by law to certify elevation information (see *Elevation Certificate* instructions for details).
- The *Elevation Certificate* completed at this time is an interim document intended to verify that the lowest floor of the structure and any subfloor crawl space are adequately elevated at a stage of construction when any deficiency can be easily corrected. The Permittee should complete as much of the *Elevation Certificate* as possible (based on the status of the construction) and check “Building Under Construction” on line C1 of the *Certificate*.

PRIOR TO FINAL SIGN-OFF OF THE BUILDING PERMIT:

- The Permittee must complete a final (“Finished Construction”) FEMA *Elevation Certificate*, on which all information applicable to the structure and the final site grades is provided. In most cases, the *Elevation Certificate* may only be prepared by and signed by a land surveyor, engineer, or architect who is authorized by law to certify elevation information (see *Elevation Certificate* instructions for details). The completed *Elevation Certificate* must be submitted to the Public Works Inspector* for review and approval by Public Works Engineering staff.
- The *Building Permit* will not receive final sign-off until the Permittee has successfully fulfilled the final elevation certification requirements described above.

* Public Works Inspector: (650) 496-6929

The following must be placed adjacent to the architectural sections and the structural details for the foundation in the *Building Permit* plans:

Refer to the “Elevation Certification Submittal Requirements for Construction in the Special Flood Hazard Area” note located on the Sheet _____ of these plans for foundation survey requirements.