

## **Henrico County Tips for Completing an Elevation Certificate Form**

	ELEVATION CERTIFICATE IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGE		
	Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance  SECTION A – PROPERTY INFORMATION	FOR INSURANCE COMPANY USE	1
	A1. Building Owner's Name:	Policy Number:	All items in Sections A-F must be
	A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:	Company NAIC Number:	completed. If an item is not applicable, instead of leaving it
	City: State: ▼	ZIP Code:	blank, it must be completed with
	A3. Property Description (e.g., Lot and Block Numbers or Legal Description) and/or Tax Parcel Numbers or Legal Description (e.g., Lot and Block Numbers or Legal Description) and/or Tax Parcel Numbers or Legal Description (e.g., Lot and Block Numbers or Legal Description) and/or Tax Parcel Numbers or Legal Description (e.g., Lot and Block Numbers or Legal Description) and/or Tax Parcel Numbers or Legal Description (e.g., Lot and Block Numbers or Legal Description) and/or Tax Parcel Numbers or Legal Description (e.g., Lot and Block Numbers or Legal Description) and/or Tax Parcel Numbers or Legal Description (e.g., Lot and Block Numbers or Legal Description) and/or Tax Parcel Numbers or Legal Description (e.g., Lot and Block Numbers or Legal Description) and/or Tax Parcel Numbers of Legal Description (e.g., Lot and Block Numbers of Legal Description) and Legal Description (e.g., Lot and Block Numbers of Legal Description) and Legal Description (e.g., Lot and Block Numbers of Legal Description) and Legal Description (e.g., Lot and Block Numbers of Legal Description) and Legal Description (e.g., Lot and Block Numbers of Legal Description) and Legal Description (e.g., Lot and Block Numbers of Legal Description) and Legal Description (e.g., Lot and Block Numbers of Legal Description) and Legal Description (e.g., Lot and Block Numbers of Legal Description) and Legal Description (e.g., Lot and Block Numbers of Legal Description) and Legal Description (e.g., Lot and Block Numbers of Legal Description) and Legal Description (e.g., Lot and Block Numbers of Legal Description) and Legal Description (e.g., Lot and Block Numbers of Legal Description) and Legal Description (e.g., Lot and Block Numbers of Legal Description) and Legal Description (e.g., Lot and Block Numbers of Legal Description) and Legal Description (e.g., Lot and Block Numbers of Legal Description) and Legal Description (e.g., Lot and Block Numbers of Legal Description) and Legal Description (e.g., Lot and Block Numbers of Legal Description) and Legal Descript	mber:	"NA".
	A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.):		
Don't forget to add photos	A5. Latitude/Longitude: Lat. Long. Horizontal Datum: N	IAD 1927 NAD 1983 WGS 84	
at the end of the document.	A6. Attach at least two and when possible four clear photographs (one for each side) of the building		
There must be at least 2.	A7. Building Diagram Number: Must be: 1A, 1B, 2A, 2B, 3, 4, 5, 6, 7, 8, details and examples are included in the		
	*A8. For a building with a crawlspace or enclosure(s):  Certificate instructions.	ICTEIVIA EICVATION	
	a) Square footage of crawlspace or enclosure(s): sq. ft.		The values in (d) must be greate
	b) Is there at least one permanent flood opening on two different sides of each enclosed area?	Yes No N/A	than or equal to the values in (a)
If a garage is located	c) Enter number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot Non-engineered flood openings:  Engineered flood openings:	above adjacent grade:	even if engineered flood opening are used, as per Sec. 10-10(b)(4) o
elow the finished floor	d) Total net open area of non-engineered flood openings in A8.c: sq. n.		the Henrico County Code.
e.g., garage with	e) Total rated area of engineered flood openings in A8.c (attach documentation – see Instruction	ons): sq. ft.	the fielines county code.
partment above), A8	f) Sum of A8.d and A8.e rated area (if applicable – see Instructions):		If engineered flood openings are
hould be used. If a	*A9. For a building with an attached garage:		used, use (d) for the actual opening
arage is attached to the	a) Square footage of attached garage: sq. ft.		size and (e) for the engineered size
ide of a structure (e.g.,	b) Is there at least one permanent flood opening on two different sides of the attached garage	Yes No NA	Certification documentation mus
anch style home with arage at end), A9	c) Enter number of permanent flood openings in the attached garage within 1.0 foot above adja Non-engineered flood openings: Engineered flood openings:	acent grade:	be attached to the Elevation Certificate.
hould be used.	d) Total net open area of non-engineered flood openings in A9.c:		
	e) Total rated area of engineered flood openings in A9.c (attach documentation – see Instruction	ons): sq. ft.	
	f) Sum of A9.d and A9.e rated area (if applicable – see Instructions): sq. ft.		
	SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFOF	RMATION	
	B1.a. NFIP Community Name: Henrico County B1.b. NFIP Community Ide	ntification Number: 510077	
If located in a Community	B2. County Name: Henrico B3. State: VA 🔽 B4. Map/Panel No.:	B5. Suffix:	BFE source for B10 should never be "FIRM" because it is
SFHA, complete the	B6. FIRM Index Date: B7. FIRM Panel Effective/Revised Date:		rounded. Henrico has model
appropriate FIRM	B8. Flood Zone(s): B9. Base Flood Elevation(s) (BFE) (Zone AO, use B	Base Flood Depth):	backed BFEs for all flood zones.
information in B4-B7. In B8, list "X, County [A or AE]". In	B10. Indicate the source of the BFE data or Base Flood Depth entered in Item B9:    FIS   FIRM   Community Determined   Other:	"FIS Profile" should be used for FEMA AE zones, "Community	
B9, list the County BFE. You	B11. Indicate elevation datum used for BFE in Item B9: NGVD 1929 NAVD 1988 Other	/Source:	Determined" or "Other" should
may have to call DPW to obtain this value.	B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Prot Designation Date:	ected Area (OPA)? Yes X No	be used for all other flood zones.
	B13. Is the building located seaward of the Limit of Moderate Wave Action (LiMWA)?		
		This information is fro	
	There is currently no / LiMWA in Henrico.	and Wildlife Service. currently no CBRS or	
	LIIVIVVA III REIITICO.	currently no CBRS Of	OFA III HEIIIILU.

1. "Construction Drawings" should be

selected when completing an Elevation

Certificate as part of a permit application

2. "Building Under Construction" should be selected when completing an Elevation Certificate for the lowest floor confirmation, which is required after the lowest floor of a new structure has been

completed and before further

3. "Finished Construction" should be selected when completing an Elevation Certificate to submit for a final compliance check, prior to receiving a Certificate of Occupancy. For the purposes of an Elevation Certificate, "Finished Construction" is when all machinery and/or equipment have been installed and the grading around the

for a new structure.

construction has begun.

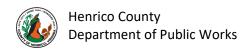
building is completed.

Measurements should be taken in feet.

The Elevation Certificate must be signed and sealed to be accepted/

approved.

Page 3 of 19



## **ELEVATION CERTIFICATE**

Sections C and D must be completed by a Licensed Architect (construction drawings only), Licensed Land Surveyor, or **Professional Engineer.** 

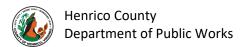
> There are no V Zones in Henrico, so C2(c) is always "NA".

Items (a), (f), and (g) must always be completed.

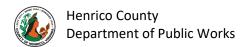
Remember to check this box if attachments are included

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Bo	FOR INSURANCE COMPANY US
City:         State:         ZIP Code:	Policy Number: Company NAIC Number:
SECTION C - BUILDING ELEVATION INFORMATION	(SURVEY REQUIRED)
C1. Building elevations are based on: 1 Construction Drawings* 2 Building Unc *A new Elevation Certificate will be required when construction of the building is co	
C2. Elevations – Zones A1–A30, AE, AH, AO, A (with BFE), VE, V1–V30, V (with BFE A99. Complete Items C2.a–h below according to the Building Diagram specified in Benchmark Utilized:  Vertical Datum:	, AR, AR/A, AR/AE, AR/A1–A30, AR/AH, AR/AO
ndicate elevation datum used for the elevations in items a) through h) below.  NGVD 1929 NAVD 1988 Other:	
Datum used for building elevations must be the same as that used for the BFE. Conver f Yes, describe the source of the conversion factor in the Section D Comments area.	sion factor used? Yes No  Check the measurement us
a) Top of bottom floor (including basement, crawlspace, or enclosure floor):	feet meters
b) Top of the next higher floor (see Instructions):	feet meters
c) Bottom of the lowest horizontal structural member (see Instructions):	NA feet meters
d) Attached garage (top of slab):	feet meters
e) Lowest elevation of Machinery and Equipment (M&E) servicing the building (describe type of M&E and location in Section D Comments area):	☐ feet ☐ meters
f) Lowest Adjacent Grade (LAG) next to building: Natural Finished	feet meters
g) Highest Adjacent Grade (HAG) next to building: Natural Finished	feet meters
<ul> <li>h) Finished LAG at lowest elevation of attached deck or stairs, including structural support:</li> </ul>	☐ feet ☐ meters
SECTION D – SURVEYOR, ENGINEER, OR ARCHIT	ECT CERTIFICATION
Fhis certification is to be signed and sealed by a land surveyor, engineer, or architect a	
nformation. I certify that the information on this Certificate represents my best efforts to alse statement may be punishable by fine or imprisonment under 18 U.S. Code, Section	
Nere latitude and longitude in Section A provided by a licensed land surveyor?	s No
Check here if attachments and describe in the Comments area.	
Certifier's Name: License Number:	
Title:	
Company Name:	<b>—</b>
Address:	
City: State: ▼ ZIP Code:	
Signature: Date:	
Felephone: Ext.: Email:	Place Seal Here
Copy all pages of this Elevation Certificate and all attachments for (1) community official, (	) insurance agent/company, and (3) building owne
Comments (including source of conversion factor in C2; type of equipment and location. This comment section must include information about the mechanical equipattachments included with the Elevation Certificate. If datum conversions were may be relevant or helpful in the comments, such as whether access inside measurements were taken for C2(a) and C2(b).	pment measured in C2(e) and a list of an sed, include here or attach. Other information

FEMA Form FF-206-FY-22-152 (formerly 086-0-33) (10/22)



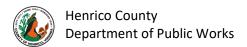
		ELEVATION CERTIFICATE UST FOLLOW THE INSTRUCTIONS ON PAC	3ES 9-19	
Building Street Address (in	cluding Apt., Unit, Suite, ar	nd/or Bldg. No.) or P.O. Route and Box No.:	FOR INSURANCE COMPANY USE	
			Policy Number:	
City:		State: ZIP Code:	Company NAIC Number:	
SECT		EASUREMENT INFORMATION (SURVE , ZONE AR/AO, AND ZONE A (WITHOL		
		lete Items E1–E5. For Items E1–E4, use natu t, complete Sections A, B, and C. Check the i		
		uction Drawings*	ction* Finished Construction	
	nts (C.2.a in applicable Bu ve or below the natural HA	ilding Diagram) for the following and check th AG and the LAG.	e appropriate boxes to show whether the	Section E should not be used because all A Zones in Henrico
Top of bottom floo crawlspace, or en-	or (including basement, closure) is:	☐ feet ☐ mete	ers above or below the HAG.	County have model backed data for a BFE, and there are currently
<ul> <li>b) Top of bottom floo crawlspace, or en</li> </ul>	or (including basement, closure) is:		ers above or below the LAG.	no AO Zones mapped. Section C
E2. For Building Diagram next higher floor (C2. Building Diagram) of	b in applicable	od openings provided in Section A Items 8 and		should be used for all structures.
E3. Attached garage (top	Paramo de Principale de Caración de Caraci	feet mete		
E4. Top of platform of ma servicing the building	achinery and/or equipmen			
E5. Zone AO only: If no fi	lood depth number is avai	ilable, is the top of the bottom floor elevated in  No Unknown The local official	n accordance with the community's	
SECTION F -	PROPERTY OWNER	(OR OWNER'S AUTHORIZED REPRES	ENTATIVE) CERTIFICATION	
		ntative who completes Sections A, B, and E fo are correct to the best of my knowledge	r Zone A (without BFE) or Zone AO must	
Check here if attachm	nents and describe in the 0	Comments area.		
	7 2 W 2 VH 3			
Property Owner or Owner	's Authorized Representa	tive Name:		
	's Authorized Representa	tive Name:		Section F is used to certify the
Property Owner or Owner	's Authorized Representa	tive Name:	▼ ZIP Code:	Section F is used to certify the information in Section E. This
Property Owner or Owner Address:	's Authorized Representa		▼ ZIP Code:	· ·
Property Owner or Owner Address: City:	's Authorized Representa'	State:	▼ ZIP Code:	information in Section E. This



Buildin	lding Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.	FOR INSURANCE COMPANY USE		
City: _	y: State: ZIP Code:	Policy Number:  Company NAIC Number:		
	SECTION G - COMMUNITY INFORMATION (RECOMMENDED FOR COM	MUNITY OFFICIAL COMPLETION)		
	e local official who is authorized by law or ordinance to administer the community's floodpction A, B, C, E, G, or H of this Elevation Certificate. Complete the applicable item(s) and			
G1.	<ul> <li>The information in Section C was taken from other documentation that has been engineer, or architect who is authorized by state law to certify elevation informati elevation data in the Comments area below.)</li> </ul>			
G2.a.	.a. A local official completed Section E for a building located in Zone A (without a BF E5 is completed for a building located in Zone AO.	FE), Zone AO, or Zone AR/AO, or when item		
G2.b.	.b. A local official completed Section H for insurance purposes.			
G3.	. In the Comments area of Section G, the local official describes specific correction	ns to the information in Sections A, B, E and I		
G4.	. The following information (Items G5–G11) is provided for community floodplain n	nanagement purposes.		
G5.	. Permit Number: G6. Date Permit Issued:			
G7.	. Date Certificate of Compliance/Occupancy Issued:			
G8.	This permit has been issued for: New Construction Substantial Improvemen	nt		
G9.a.	.a. Elevation of as-built lowest floor (including basement) of the building:	feet meters Datum:		
G9.b.	.b. Elevation of bottom of as-built lowest horizontal structural member:	feet meters Datum:		
G10.a.	0.a. BFE (or depth in Zone AO) of flooding at the building site:	feet meters Datum:		
	O.b. Community's minimum elevation (or depth in Zone AO)     requirement for the lowest floor or lowest horizontal structural			
		feet meters Datum:		
G11.	1. Variance issued? Yes No If yes, attach documentation and describe in t	the Comments area.		
	e local official who provides information in Section G must sign here. I have completed the rect to the best of my knowledge. If applicable, I have also provided specific corrections in			
Local	cal Official's Name: Title:			
NFIP (	IP Community Name:			
Teleph	ephone: Ext.: Email:			
Addres	dress:			
City:	y: State	e: ZIP Code:		
Signat	nature: Date:			
	mments (including type of equipment and location, per C2.e; description of any attachment of the B, D, E, or H):	nts; and corrections to specific information in		

Section G must be completed by DPW staff and should be left blank.

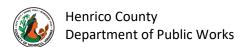
At a minimum, DPW staff will complete G8 and G11 on all approved ECs.



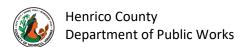
	IMP	ORTANT: N		I CERTIFICA' HE INSTRUCTIOI		GES 9-19	
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:					FOR IN	FOR INSURANCE COMPANY USE	
City:			State:	ZIP Code:		Policy N	lumber: ny NAIC Number:
				R HEIGHT INFO		N FOR ALL	·
				R INSURANCE		357	
to determine nearest tent	the building's first floor h	eight for ins of a meter ir	urance purposes. n Puerto Rico). <i>Re</i>	Sections A, B, and ference the Four	d I must als I <b>dation Ty</b> j	o be complet be <i>Diagrams</i>	(at the end of Section H
H1. Provide	the height of the top of the	ne floor (as i	ndicated in Found	lation Type Diagra	ms) above	the Lowest A	djacent Grade (LAG):
floor (in	Building Diagrams 1A, 1 clude above-grade floors de crawlspaces or enclosu	only for buil	dings with		feet [	meters	above the LAG
higher f	Building Diagrams 2A, 2 floor (i.e., the floor above bure floor) is:				feet	meters	above the LAG
H2. Is <b>all</b> M H2 arro							ove the floor indicated by the Building Diagram?
S	ECTION I - PROPERT	YOWNER	(OR OWNER'S	AUTHORIZED	REPRES	ENTATIVE)	CERTIFICATION
A, B, and H indicate in It		my knowled i G. vided (inclu	ge. <b>Note:</b> If the lo	cal floodplain man	agement o	fficial comple	<ul> <li>The statements in Sections ted Section H, they should</li> <li>Comments area.</li> </ul>
Address:							
City:					State:	▼ ZIP	Code:
						_	
Signature:				Date:			
Telephone:		Ext.:	Email:				
Comments:							
EMA Form F	FF-206-FY-22-152 (forme	·lv 086-0-33	) (10/22)				Page 6 of

Section H is for insurance purposes only and does not need to be completed for permit approval.

Section I should be completed to certify the information in Sections A, B, and H. This should only be completed if Section H is completed.



	ELEVATION CERTIFICATE IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGE BUILDING PHOTOGRAPHS Continuation Page	GES 9-19		
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:  FOR INSURANCE		E COMPANY USE		
City:	State: ZIP Code:	Policy Number:  Company NAIC Number:		
	photographs below. Identify all photographs with the date taken and "F " When flood openings are present, include at least one close-up photo tions A8 and A9.			
			view and re required. Ho photos of all Henrico Cou located on openings are sides of the	notos are required, with dates. Front ear-view photos of the structure are wever, it is highly recommended that sides of the structure be included.  Introduced in the structure be included at least 2 different walls. If flood in not located on both the front and real structure, additional photos must be
Photo Three Caption:	Photo Three		provided so been met.	DPW can confirm this requirement has
			structure car the front vie	d be taken in such a way that the entire to be seen from that view. For example, tw of a home should show the entire the home (ground to roof, side to side), ront door.
			Construction drawings and	not required for ECs that are based on Drawings. However, architectural deconstruction plans must be submitted mit application.
	Photo Four			
Photo Four Caption:			Clear Photo Four	
EEMA Form EE 206 EV 22	-152 (formerly 086-0-33) (10/22)		Page 8 of 19	



	BUILDING	W THE INSTRUCTIONS ON PAGE  PHOTOGRAPHS  Tructions for Item A6.			
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:  FOR INSURANCE			E COMPANY USE		
		710.0	Policy Number:		
y:State:ZIP Code: Company NAIC Number		umber:			
Instructions: Insert below at least the able to take front and back pictures "Right Side View," or "Left Side Vieclose-up photograph of representations."	s of townhouses/rowhouses). ew." Photographs must show	Identify all photographs with the the foundation. When flood oper	date taken and "Front \ nings are present, includ	/iew," "Rear View,"	
Photo One Caption:		Photo One		view and re required. Ho photos of all:  Henrico Cou located on openings are sides of the	notos are required, with dates. From ar-view photos of the structure are wever, it is highly recommended that sides of the structure be included.  Interpretation of the structure are included.  Interpretation of the structure be included.  Int
				structure can the front vie	d be taken in such a way that the entire be seen from that view. For example w of a home should show the entire the home (ground to roof, side to side) ront door.
				Construction drawings and	ot required for ECs that are based or Drawings. However, architectura I construction plans must be submitted mit application.
		Photo Two			