TOWN OF DAUPHIN ISLAND
INSPECTION DEPARTMENT
1011 BIENVILLE BLVD
DAUPHIN ISLAND, AL 36528
(251) 861-5525 PHONE (251) 861-2154 FAX

THE FOLLOWING ITEMS ARE NEEDED FOR ANY NEW CONSTRUCTION, FENCES, WATERFRONT STRUCTURES, ADDITIONS, OR MAJOR REPAIRS THAT WOULD CHANGE THE FOOTPRINT OF THE STRUCTURE.

**THESE ITEMS MUST BE REVIEWED AND APPROVED BY BOTH THE P.O.A. AND THE TOWN BUILDING INSPECTION DEPARTMENT BEFORE CONSTRUCTION IS STARTED OR ANY TREES ARE REMOVED. PLEASE NOTE: SOME ITEMS MAY NEED PLANNING COMMISSION APPROVAL PRIOR TO PERMIT ISSUED.**

**ITEM CHECKLIST:**
- CURRENT SURVEY - Pre Plot Plan Survey & Post Plot Plan Survey
- APPLICATION FOR BUILDING PERMIT - Complete & Return With 2 Sets of Stamped Plans (plans may not be altered after Building Permit is approved by Building Official) & 2 Plot Plans
- LODGING TAX LETTER TO HOME OWNER / BUS. LICENSE APP. - LODGING TAX ORDINANCE 72D
- COPY OF CONTRACT MAY BE REQUIRED - HOMEOWNER & CONTRACTOR
- P.O.A. APPLICATION - COMPLETE & RETURN
- LIST OF ALL CONTRACTORS & SUB-CONTRACTORS - COMPLETE & RETURN
- ENGINEER STATEMENT - SIGNED BY ENGINEER & RETURN
- HOMEOWNER AFFIDAVIT - IF APPLICABLE - COMPLETE & RETURN
- FEMA - CHECKLIST
- V-ZONE CERTIFICATE
- FEMA (ABOVE) BFE CHECKLIST (IF HOUSE IS IN V-ZONE, V-ZONE CERTIFICATE NEEDED BEFORE CO IS ISSUED)
- FEMA - ORIGINAL ELEVATION CERTIFICATE (REQUIRED TO HAVE BEFORE CO) 2015
- ELEVATION CERTIFICATE INSTRUCTIONS - MUST HAVE ORIGINAL DOCUMENT WITH APPLICATION
- ORDINANCE # 60-G (2018 INTERNATIONAL RESIDENTIAL/ BUILDING CODES & 2014 ELECTRICAL CODES)
- TYPICAL METHOD OF ANCHORAGE & BRACING OF STRUCTURE (03/04)
- WINDOW & GLASS DOOR REQUIREMENTS
- STAIRWAY REQUIREMENTS
- ORDINANCE-63-C (PERMIT FEBS)
- ORDINANCE 65 A HOUSE NUMBERS
- FEMA BULLETINS
- FEMA THE 50% RULE
- TEMP. POLE SPECS. - MUST HAVE DUMPSTER & PORT A POT BEFORE POWER IS RELEASED.

**SECTION I.1 R-1 SINGLE FAMILY RES. REQUIREMENTS**
- ORDINANCE 31-A (CULVERTS)
- SINGLE FAMILY REQUIREMENTS ORDINANCE NO 96
- TREE ORDINANCE NO 87A
- LAND DISTURBANCE REGULATIONS (SUPPLEMENT TO ZONING ORDINANCE)
- TREE REMOVAL PERMIT COMPLETE AND RETURN WITH BUILDING PERMIT (NO TREES REMOVED UNTIL BUILDING PERMIT IS APPROVED AND PAID FOR).

I HAVE RECEIVED ALL OF THE ABOVE ITEMS PRIOR TO GETTING MY BUILDING PERMIT.

<table>
<thead>
<tr>
<th>NAME</th>
<th>D.I. STREET</th>
<th>DATE</th>
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</thead>
</table>

**NOTE** - THERE CAN BE A CONFLICT BETWEEN THE D.I.P.O.A. AND THE TOWN OF DAUPHIN ISLAND RESTRICTIONS AND COVENANTS. PLEASE READ ALL RULES AND REGULATIONS CAREFULLY. IF YOU HAVE ANY QUESTIONS, CONTACT EACH ENTITY FOR CLARIFICATIONS.

**SIGN & RETURN TO INSPECTION DEPARTMENT.**
APPLICATION FOR BUILDING PERMIT AND/OR CERTIFICATE OF OCCUPANCY
TOWN OF DAUPHIN ISLAND
OFFICE OF THE BUILDING INSPECTOR

Application is hereby made for a permit to erect/alter a structure as described herein and/or shown in accompanying plans and specifications, which structure is to be located as shown on the accompanying plot plan. The information which follows and the accompanying plans and specifications with the representations therein contained are made a part of this application, in reliance upon which the Building Inspector is requested to issue a building permit.

It is understood and agreed by this application that any error, misstatement or misrepresentation of material fact or expression of material fact, either with or without intent on the part of this applicant, such as might, or would, operate to cause a refusal of this application, or any material alteration, or change in the accompanying plans, specifications or structure, made subsequent to the issuance of a permit in accordance with this application, without the approval of the Building Inspector, shall constitute sufficient ground for the revocation of such permit, and/or a Certificate of Occupancy may be refused. The undersigned agrees that all such work shall be done in accordance with the requirements of the Flood Damage Prevention Ordinance No. 55 and all other Ordinances applicable to Dauphin Island, applicable county, state, and federal ordinances, statutes, regulations, and laws. The Building Inspector cannot issue variances. An Elevation Certificate must be provided to the Town of Dauphin Island before the Certificate of Occupancy is issued. A portable toilet & dumpster is required onsite prior to start of & through completion of new construction, additions, alterations, relocation, and repair. Must obtain release from Building Inspector before removal from site.

No trees over four (4) inches in diameter can be cut/removed unless the Building Inspector has issued a tree removal permit.

Owner/contractor Initials

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Inspector Notes:

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NOTICE: Separate permits are required for Electrical, Plumbing, and Heating & Air Condition Contractors. The elevation of all electrical panels, Heating & Air conditioners, & Utilities will be installed above the BFE. All contractors and sub-contractors are required to be licensed by the Town of Dauphin Island. All contractors and sub-contractors working without a License or Permit are subject to fine. This permit becomes null and void if: (a) work or construction authorized is not commenced within 6 months; (b) work is in violation of Town Ordinances; (c) work not permitted has started; (d) Written extension of permit not obtained.

Owner/contractor Initials

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I hereby certify that the information given herein is correct and true. When required, I understand that the house cannot be occupied until an Elevation Certificate has been received and/or Certificate of Occupancy has been issued.

Owner/Agent: Date: Building Inspector: Date: Application is hereby made for a CERTIFICATE OF OCCUPANCY to use the building and/or premises at the above location for zoned purposes and the completed building complies with this application. Building shall not be occupied prior to issuance of a CERTIFICATE OF OCCUPANCY. As-Built elevation of the required BFE (floors or structural member) is NGVD.

Owner/Agent: Date: Building Inspector: Date:

I do hereby solemnly swear that I, or the entity of which I am a qualifying representative, am exempt from the licensing requirements of the State of Alabama, Home Builders Licensure law pursuant to Section 34-14A-1 for the following reason: (Please mark appropriate response).

____ I am an authorized employee of a federal, state, or local government exempt from this law and do not hold myself out for hire or otherwise engage in contracting except in accordance with my employment. Ala. Code § 34-14A-6(2).

____ I am a General Contractor holding a current and valid license issued prior to January 1, 1992. General Contractors license # ___________________________________ Ala. Code § 34-14A-6(3).

____ I am the Property Owner acting as my own contractor and providing all material supervision myself on property for my own occupancy or use, and not offered for sale. I do not intend to use this permit for the constructing or superintending of the construction of any residential building or structure, or for the constructing or superintending of the construction of any residential building or structure to be offered for sale. (Proof of the sale, or offering for sale, of structure by an owner-builder within one year after completion of the same, is presumptive evidence that the construction was undertaken for the purpose of sale). Ala. Code § 34-14A-6(5).

I understand that by claiming exempt status, I waive my rights for protection under the provisions of the Home Builders Licensure law and that in the event of litigation involving activities resulting from the grant of this permit, I may not make demand of any money from the Homeowner's Recovery Fund, established by the Home Builders Licensure law. I understand that my claim of exempt status does not exempt anyone who contracts with me to perform construction work on my residence from holding the required license when the total cost of the undertaking exceeds $10,000.00.

I sign this statement under penalties of perjury.

Sworn by me this date: ________________________________

Homeowner's Signature

(Entity, if applicable)

Witness Signature

Date

*Violation of the Alabama Home Builders Licensure Law is a Class A misdemeanor (Ala. Code § 34-14A-14) punishable by up to 12 months in jail and fines up to $6,000.00.

Revised 7/17/17
DAUPHIN ISLAND DAUPHIN ISLAND PROPERTY OWNERS ASSOCIATION
PO BOX 39
DAUPHIN ISLAND, ALABAMA 36528
251.971.3144 / office@dipoa.org

PROPERTY DESCRIPTION:

Owners’ Name(s) ___________________________ Phone: ________________

Address ____________________________________ Street

City ___________________________ State / Zip ________________

Subdivision ___________________________ Lot ______ Block ______

Alternate Mailing Address ___________________________

Building Intent: ( ) New Construction ( ) Addition ( ) Storage Building ( ) Fence

( ) Pier / Boatlift ( ) Other – Description ___________________________

IMPORTANT!!
DO NOT COMMENCE WORK UNTIL WRITTEN APPROVAL IS RECEIVED FROM THE DIPOA!

A BUILDING PERMIT ISSUED BY THE TOWN OF DAUPHIN ISLAND DOES NOT SUPPLY, SATISFY OR WAIVE FOREGOING REQUIREMENT. FURTHER, NO EMPLOYEE OF THE TOWN IS AUTHORIZED TO GRANT APPROVAL OR WAIVE ANY REQUIREMENTS OF DIPOA.

The DIPOA Architectural Permit review fee schedule is as follows:

<table>
<thead>
<tr>
<th>Permit Amount</th>
<th>Fee</th>
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<tr>
<td>0–$1000</td>
<td>$25.00</td>
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<tr>
<td>$1001–$10,000</td>
<td>$50.00</td>
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<tr>
<td>$10,001–$100,000</td>
<td>$100.00</td>
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<tr>
<td>$100,001 and up</td>
<td>$200.00</td>
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Payment must accompany application and be made payable to: DIPOA

THE PERMITTING PROCESS IS NOT COMPLETE UNTIL THE APPLICATION IS APPROVED BY THE DIPOA AND THE PERMIT FEE IS PAID. DO NOT BEGIN WORK UNTIL YOU RECEIVE OFFICIAL NOTIFICATION OF APPROVAL.

Signature of Owner/Agent ___________________________ Date __________

Architectural Committee: APPROVAL ___________ NOT APPROVED ___________

Comments ___________________________________________

Reviewed By ___________________________ Date Reviewed ___________
PROPERTY OWNERS ASSOCIATION
PO BOX 39
DAUPHIN ISLAND, ALABAMA 36528
251.971.3144 / office@dipoa.org

BUILDING PERMIT APPLICATION

BACKGROUND INFORMATION:
All new construction, remodeling, additions and improvements on Dauphin Island require a Building Permit from the Town of Dauphin Island and Property Owners Association (DIPOA). The Town of Dauphin Island and DIPOA utilize a one stop building permit system outlined below. Please follow the procedure and observe all requirements.

PROCEDURE:
1. Complete the Building Permit Application form on page 2. Provide all requested information.
2. If the planned project includes waterfront activity along or beyond the shoreline, obtain a permit from the US Corps of Engineers.
3. Return completed Building Permit Application, Corps permit (if required), and required building and plot plans to Town Hall.
4. A representative of DIPOA will collect your application from Town Hall for review by the Architectural Control Committee. The Committee will review your plans for compliance with the applicable Building Restrictions and Protective Covenants. Notice of approval or disapproval will be mailed to you with fourteen (14) days from the date received at DIPOA.
5. The Architectural Committee meets each Wednesday @ 4:00 PM in the DIPOA office located at 100 Orleans Drive, directly adjacent to the Isle Dauphine Golf Club.
6. The Architectural Committee reviews each application for compliance and conformity with the DIPOA Covenants and with the applicable subdivision’s Covenants. The Committee does not review applications for compliance with engineering, architectural, or building codes and practices, nor does it make health and safety determinations. Applicant, for its, his/her, successors, and assigns waives any and all claims, rights, or causes of action against the Committee and the DIPOA arising out of or connected with this application or review process.

DO NOT BEGIN WORK UNTIL YOU RECEIVE OFFICIAL NOTIFICATION FROM THE DIPOA AND THE TOWN OF DAUPHIN ISLAND
TOWN OF DAUPHIN ISLAND
1011 BIENVILLE BLVD.
DAUPHIN ISLAND, AL 36528
251-861-5525
251-861-2154 FAX

PLEASE COMPLETE AND RETURN TO TOWN HALL. ALL SUB-CONTRACTORS SHOULD BE LISTED BELOW WHO WILL BE PERFORMING WORK ON THIS JOB. IT WILL BE YOUR RESPONSIBILITY TO NOTIFY TOWN HALL OF ANY CHANGES IN CONTRACTORS OR SUB-CONTRACTORS BEFORE COMPLETION OF THIS PROJECT. UNTIL ALL SUB-CONTRACTORS HAVE BEEN LICENSED BY THE TOWN OF DAUPHIN ISLAND, YOU WILL NOT BE ALLOWED TO GET YOUR PERMANENT POWER AND CERTIFICATE OF OCCUPANCY.

I HAVE READ AND FULLY UNDERSTAND ALL THE ABOVE AND AGREE TO IT BY SIGNING BELOW.

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<th>NAME</th>
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<tr>
<th>TYPE OF WORK</th>
<th>LICENSE #</th>
<th>COMPANY NAME</th>
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<td>SPRINKLER SYSTEM</td>
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HOME OWNER RENTAL

If you have the intention of renting your home weekly or monthly (for less than 6 months) as an individual, and not listing with a Real Estate Agent or other property manager, you must purchase a Town of Dauphin Island business license and pay monthly lodging tax to the Town of Dauphin Island, Mobile County and the State of Alabama.

You can contact Dauphin Island Town Hall at 251-861-5525 Ext 222 for further information.
ORDINANCE NO. 72 D

AN ORDINANCE IMPOSING AND LEVYING GROSS RECEIPTS LICENSE TAX ON HOTELS, MOTELS, ROOMING HOUSES, TOURIST COURTS, TOURIST CABINS, LODGING HOUSES RENTING TO TRANSIENTS AND RENTAL AGENTS WITHIN THE TOWN OF DAUPHIN ISLAND, ALABAMA AND REPEALS ORDINANCE NO. 3, 3A, 3B, 3C, 72, 72 A, 72B AND 72 C IN THEIR ENTIRETY.

BE IT ORDAINED by the Town Council of the Town of Dauphin Island, Alabama as follows:

Section 1: There is hereby levied, in addition to all other license taxes on every kind now imposed by law, and shall be collected as herein provided, a privilege tax upon every person, firm or corporation, including rental agents, engaging within the corporate limits of the Town of Dauphin Island in:

(a) The business of renting or furnishing of any room or rooms or lodgings to transients in any house, apartment, condominium, hotel, motel, tourist court, tourist cabin, or rooming house, or any other place in which rooms or lodgings are regularly furnished to transients for a consideration, said tax to be in an amount equal to five percent (5%) of the gross income received for such room, rooms, or lodging, including the charge for use or rental of personal property sold or services furnished in such room.

(b) The tax referred to in the foregoing subsection (a) shall apply only to, and be measured only by the charges for, the rental of rooms or lodging supplied to transients, and shall not apply to, or be measured by the charges for, the rental of rooms or lodgings supplied for a period of 180 continuous days, or longer.

Section 2: It shall be the duty of every person engaging or continuing in any business subject to the taxes herein levied to keep and preserve suitable records of the gross proceeds of such business and such other books or accounts as may be necessary to determine the amount of the tax for which he/she is liable under the provisions of this ordinance. Such records shall be kept and preserved for a period of two years and shall be open for examination at any time by the Town Clerk or other duly authorized representative of the Town of Dauphin Island.

Section 3: The taxes levied under the provisions of this ordinance, except as otherwise provided, shall be due and payable in monthly installments on or before the twentieth day of the month next succeeding the month in which the tax accrues. On or before the twentieth day of each month every person on whom the taxes herein levied are imposed, shall render to the Town Clerk on a form prescribed by the Town Clerk, a true and correct statement showing the gross proceeds of the
business subject to said tax for the then next preceding month, together with such other information as the Town Clerk may demand and require, and at the time of making such monthly report the taxpayer shall compute the taxes due and shall pay to the Town Clerk the amount of taxes shown to be due.

Section 4. Tax payments postmarked or hand delivered to Town Hall after the due date are subject to a “failure to timely pay” penalty in the amount of 10% of the tax to be paid or $50.00, whichever is greater. When taxes levied and accrued under the provisions of this ordinance are due and payable in a month in which the twentieth day of the month falls on a Saturday, Sunday or legal holiday observed by the Town of Dauphin Island, the taxes levied and accrued may be paid without penalty on the next business day following the twentieth day of that same month.

Section 5: Any person, firm or corporation, who shall fail to keep records required by this ordinance; or who shall fail to pay the privilege or license tax levied under the provisions of this ordinance or who shall violate any other term or provision of this ordinance, shall be guilty of a misdemeanor and upon conviction shall be punished by fine not exceeding Five Hundred Dollars ($500.00) and/or a sentence for the term of not more than thirty (30) days in jail. Every failure shall constitute a separate offense and each day in which business is done without paying any delinquent license or privilege tax levied hereunder shall constitute an offense.

Section 6. The tax levied and assessed by this ordinance is levied and assessed in lieu of the tax levied by Ordinance 3, 3A, 3B, 3C, 72 and 72A adopted by the Town of Dauphin Island. Said Ordinances are hereby rescinded and repealed as of the effective date of this ordinance.

Section 7: Effective Date. This ordinance shall become effective on the first day of January, 2005 and the first payment of taxes hereunder shall be due and payable on the twentieth day of February, 2005. This ordinance shall remain in full force and effect and shall apply to each month of the year of 2005, beginning with the month of January and to each month of each calendar year thereafter from year to year.


[Signature]
Mayor

ATTEST:
[Signature]
Clerk
TOWN OF DAUPHIN ISLAND  
1011 BIENVILLE BLVD.  
DAUPHIN ISLAND, ALABAMA 36528  
TELEPHONE (251) 861-5625  
FAX (251) 861-2154  

BUSINESS LICENSE APPLICATION 2020

ID # __________________ 
Date: __________________ 

Name of Business: __________________ 
Name of Owner: __________________ 
Mailing Address: __________________ 
City: __________________ State: __________________ Zip Code: __________________ 
Physical Address: __________________ 
City: __________________ State: __________________ Zip Code: __________________ 
Telephone: __________________ Fax Telephone: __________________ 
E-Mail Address: __________________ Owner’s Telephone Number: __________________ 

Nature of Business (BE SPECIFIC): __________________ 

BUSINESS TYPE: __________________ 
( ) Manufacturing  
( ) Wholesale Sales  
( ) Retail Sales  
( ) Wholesale/Retail Sales  
( ) Contracting  
( ) Building  
( ) Electrical  
( ) Mechanical  
( ) Plumbing  
( ) Other (describe) __________________ 

ORGANIZATION TYPE: __________________ 
( ) Corporation  
( ) Partnership  
( ) Sole Proprietorship  
( ) Professional Association  
( ) Other (Describe below) __________________ 

PHYSICAL LOCATION: __________________ 
( ) Outside Dauphin Island City Limit  
( ) Inside Dauphin Island City Limit  
Is business operated from your home?  
( )YES ( ) NO  
Number of employees ( ) __________________ 

Federal Tax Identification Number or Social Security Number: __________________ 
Alabama State Sales & Use Tax Account/Certificate Number: __________________ 
State License Number: __________________ Year: __________________ 
Master Certificate Number: __________________ Year: __________________ 

By signing this application, I: 1) Under the penalties of perjury, declare that I am the owner or authorized representative of __________________ (Name of Business), and that the gross receipts from said business during the year of 2018 on Dauphin Island were $________________, and that this declaration is made for the purpose of determining the amount of license fee or license tax to be paid by said business to the Town of Dauphin Island for the year of 2018; 2) shall comply with all federal, state and local laws and regulations; and that 3) all information contained in this application is true and complete. 

Signature of Owner or Authorized Representative
TOWN OF DAUPHIN ISLAND LODGING TAX RETURN  
1011 BIENVILLE BLVD. DAUPHIN ISLAND, AL 36528

PERIOD COVERED - DUE BY THE 20th

ACCT # or TAX ID # ________________________________

BUSINESS NAME: __________________________________________

ADDRESS: __________________________________________

TOTAL AMOUNT FOR WHICH REMITTANCE IS ATTACHED: $____________________

SUMMARY OF LODGING TAX FOR THE MONTH OF ________________________

1. (A) TOTAL GROSS CHARGES (BOTH CASH AND CREDIT) FROM THE RENTAL OF ROOMS AND OTHER RENTAL SERVICES FURNISHED FOR THE PERIOD COVERED BY THIS REPORT. ____________________________

(B) TOTAL COLLECTIONS MADE DURING THE MONTH ON CREDIT CHARGES HERETOFORE CLAIMED AS DEDUCTIONS. ____________________________

2. TOTAL GROSS CHARGES FROM THE RENTAL OF ROOMS AND OTHER RENTALS AND SERVICES AND COLLECTIONS HERETOFORE CLAIMED AS DEDUCTION (TOTAL OF (A) AND (B) ABOVE) ____________________________

3. DEDUCTIONS:

(A) LESS TAXABLE AMOUNTS DUE FROM RENTALS OR SERVICES NOT COLLECTED DURING PERIOD. ____________________________

(B) CHARGES FOR THE RENTAL OF ROOMS, LODGINGS OR ACCOMMODATIONS SUPPLIED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) CONTINUOUS DAYS OR MORE TO THE SAME OCCUPANT. ____________________________

(C) ____________________________

4. TOTAL DEDUCTIONS (TOTAL OF ITEM 3) ____________________________

5. TOTAL AMOUNT REMAINING AS A MEASURE OF TAX (2 MINUS 4) ____________________________

6. AMOUNT OF TAX (ITEM 5 X TAX 5% - EFFECTIVE JANUARY 2014) ____________________________

7. TOTAL AMOUNT DUE (TRANSFER TO REMITTANCE TOTAL ABOVE) ____________________________

8. PENALTY IF RECEIVED, POSTMARKED, OR HAND DELIVERED AFTER THE 20th IN THE AMOUNT OF 10% OR $50.00 WHICHEVER IS GREATER. ____________________________

SIGNATURE ____________________________  DATE ____________________________
BUILDING OFFICIAL

EFFECTIVE – SEPTEMBER 3, 2013

Professional Engineer/Architect are required by State of Alabama Law to assume responsibility for all documentation to which their seal is affixed. The Town of Dauphin Island will implement the following policy in an effort to document compliance.

ALL NEW CONSTRUCTION OR SUBSTANTIAL RENOVATION PLANS MUST CLEARLY PROVIDE THE PROFESSIONAL SEAL OF THE ENGINEER OF RECORD, ORIGINAL SIGNATURE AND THE FOLLOWING SIGNED STATEMENT PRIOR TO ISSUANCE OF A BUILDING PERMIT.

REGARDING ______________________

I CERTIFY THAT I HAVE BEEN IN RESPONSIBLE CHARGE OR PREPARATION OF THE DOCUMENTS FOR THE ABOVE REFERENCED BUILDING UPON WHICH I HAVE AFFIXED MY PROFESSIONAL SEAL. I WILL OBSERVE THE CONSTRUCTION OF SAID BUILDING IN AN ATTEMPT TO ENSURE THAT IT IS BUILT IN SUBSTANTIAL COMPLIANCE WITH THE DOCUMENTS. I WILL PROVIDE A LETTER CONFIRMING MY FINAL INSPECTION PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY BY THE TOWN OF DAUPHIN ISLAND BUILDING OFFICIAL.

______________________________  ______________________
Signature                          Date
V Zone Design and Construction Certification

Purpose: To explain the certification requirements for structural design and methods of construction in V Zones.

Structural Design and Methods of Construction Certification

As part of the agreement for making flood insurance available in a community, the National Flood Insurance Program (NFIP) requires the community to adopt a floodplain management ordinance that specifies minimum design and construction requirements. Those requirements include a certification of the structural design and the proposed methods of construction (a similar documentation requirement appears in the 2009 IFC, Section R322.3.6). It is recommended that the design professional use ASCE 24 and ASCE 7 as appropriate engineering standards.

Specifically, NFIP regulations and local floodplain management ordinances require that:

1. A registered professional engineer or architect shall develop or review the structural design, specifications, and plans for the construction.

2. A registered professional engineer or architect shall certify that the design and methods of construction to be used are in accordance with accepted standards of practice in meeting these criteria:

   a. The bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated to, or above, the Base Flood Elevation (BFE).

   b. The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse, and lateral movement due to the effect of wind and water loads acting simultaneously on all building components. ASCE 7-10, Minimum Design Loads for Buildings and Other Structures, provides guidelines on different load combinations, which include flood and wind loads.

Completing the V Zone Design Certificate

There is no single V Zone certificate used on a nationwide basis. Instead, local communities and/or states have developed their own certification procedures and documents. Registered engineers and architects involved in V Zone construction projects should check with the authority having jurisdiction regarding the exact nature and timing of required certifications.

Page 2 shows a sample certification form. It is intended to show one way that a jurisdiction may require that the certification and supporting information be provided. In this example, the certification statement can address both design and proposed methods of construction and breakaway wall design.

The V Zone Design certification should take into consideration the NFIP Free-of-Obstruction requirement for V Zones: the space below the lowest floor must be free of obstructions (e.g., building element, equipment, or other fixed objects that can transfer flood loads to the foundation, or that can cause floodwaters or waves to be deflected into the building), or must be constructed with non-supporting breakaway walls, open lattice, or insect screening. (See NFIP Technical Bulletin 5 and Fact Sheet No. 8.1, Enclosures and Breakaway Walls.)
Note: The V Zone design certificate is not a substitute for the NFIP Elevation Certificate (see Fact Sheet No. 1.4, Lowest Floor Elevation), which is required to certify as-built elevations needed for flood insurance rating.

V ZONE DESIGN CERTIFICATE

Name __________________________ Policy Number (Insurance Co. Use) ________________
Building Address or Other Description __________________________ City ______ State ______ Zip Code ______
Permit No. ______________________ Panel No. ______________ Suffix ______________ FIRM Date ______ FIRM Zone(s) ______

SECTION I: Flood Insurance Rate Map (FIRM) Information
Community No. ________________ Panel No. ______________ Suffix ______________ FIRM Date ______ FIRM Zone(s) ______

SECTION II: Elevation Information Used for Design

[NOTE: This section documents the elevations/depths used or specified in the design - it does not document surveyed elevations and is not equivalent to the as-built elevations required to be submitted during or after construction.]
1. FIRM Base Flood Elevation (BFE) ______ feet*
2. Community's Design Flood Elevation (DFE) ______ feet*
3. Elevation of the Bottom of Lowest Horizontal Structural Member ______ feet*
4. Elevation of Lowest Adjacent Grade ______ feet*
5. Depth of Anticipated Scour/Erosion used for Foundation Design ______ feet
6. Embedment Depth of Piling or Foundation Below Lowest Adjacent Grade ______ feet

* Indicate elevation datum used in 1-4: □ NGVD29 □ NAVD88 □ Other

SECTION III: V Zone Design Certification Statement

I certify that: (1) I have developed or reviewed the structural design, plans, and specifications for construction of the above-referenced building and (2) that the design and methods of construction specified to be used are in accordance with accepted standards of practice** for meeting the following provisions:

- The bottom of the lowest horizontal structural member of the lowest floor (excluding piles and columns) is elevated to or above the BFE;
- The pile and column foundation and structure attached thereto is anchored to resist flotation, collapse, and lateral movement due to the effects of the wind and water loads acting simultaneously on all building components. Water loading values used are those associated with the base flood***. Wind loading values used are those required by the applicable State or local building code. The potential for scour and erosion at the foundation has been anticipated for conditions associated with the base flood, including wave action.

SECTION IV: Breakaway Wall Design Certification Statement

[NOTE: This section must be certified by a registered engineer or architect when breakaway walls are designed to have a resistance of more than 20 psf (0.95 kPa) determined using allowable stress design.]

I certify that: (1) I have developed or reviewed the structural design, plans, and specifications for construction of breakaway walls to be constructed under the above-referenced building and (2) that the design and methods of construction specified to be used are in accordance with accepted standards of practice** for meeting the following provisions:

- Breakaway wall collapse shall result from a water load less then that which would occur during the base flood***;
- The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (see Section III).

SECTION V: Certification and Seal

This certification is to be signed and sealed by a registered professional engineer or architect authorized by law to certify structural designs. I certify the V Zone Design Certification Statement (Section III) and the Breakaway Wall Design Certification Statement (Section IV, check if applicable).

Certifier's Name __________________________ License Number __________________________
Title __________________________ Company Name __________________________
Address __________________________ State __________ Zip Code __________
City __________________________ State __________ Zip Code __________
Signature __________________________ Date __________________________ Telephone __________________________

Place Seal Here

1.5: V ZONE DESIGN AND CONSTRUCTION CERTIFICATION
HOME BUILDER'S GUIDE TO COASTAL CONSTRUCTION
2 of 2
12/10
# PERMITTED ITEMS CHECKLIST: ITEMS BELOW BFE - ZONE V

<table>
<thead>
<tr>
<th>Zone V</th>
<th>Allowed</th>
<th>Plan Review Consistency</th>
<th>Inspection Consistency</th>
<th>Corrective Measures to be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Open area, below lowest Floor for parking/access</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Breakaway walls enclosing area below lowest floor, used for storage, parking, or access</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Minimal entrance foyer</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Floodproofed walls</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Electrical outlets</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Electrical meters</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Clothes washer/dryer</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Air conditioning equipment/components</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Heating equipment/components</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Hot water tank</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. 2nd refrigerator in storage area/garage</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Bathroom(s) in garage, limited storage or building access</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Water pressure tank if anchored, provided that all electrical components and connections are elevated</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PERMITTED ITEMS CHECKLIST: ITEMS BELOW BFE - ZONE A

<table>
<thead>
<tr>
<th>Zone A</th>
<th>Allowed</th>
<th>Plan Review Consistency</th>
<th>Inspection Consistency</th>
<th>Corrective Measures to be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Enclosed area below the BFE [at least two water equalizing vents on different walls, 1 sq.in./1 sq.ft., no more than 1 ft. above grade]</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. All construction material below BFE flood resistant</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Residential garage, unfinished walls, vented</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Limited unfinished storage areas, vented</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Floodproofed walls (non-residential only)</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Electrical outlets</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Electrical meters</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Clothes washer/dryer</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Air conditioning equipment/components</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Heating equipment/components</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Hot water tank</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Water pressure tank (anchored) if electrical parts and connections are elevated</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. 2nd refrigerator in storage area/garage</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Bathroom(s)</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Gas tanks (if anchored to prevent flotation)</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CONTRACTOR
RECONSTRUCTION/IMPROVEMENT AFFIDAVIT

Folio #: __________ Contractor Name: ________________
Address: __________________________ License #: __________
Property Address: __________________________ Phone: __________

I hereby attest to the fact that I, or a member of my staff, personally inspected the above mentioned property and produced the attached itemized list of repairs, reconstruction and/or remodeling list which are hereby submitted for a Substantial Damage/Improvement Review. These damages/improvements are ALL OF THE DAMAGES/IMPROVEMENTS sustained by this structure, and that all additions, improvements, or repairs proposed on the subject building are included in this estimate.

I understand that I am subject to enforcement and penalties for violation action and/or fines if the inspection of the property reveals that I have made repairs or improvements NOT INCLUDED ON THE ATTACHED LIST OF REPAIRS/IMPROVEMENTS TO THIS STRUCTURE or any non-conforming or illegal structures/additions, or repairs is included to the existing structure without having presented plans for such additions. I understand that any permit issued by (Community) pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions; fences, sheds or non-conforming uses or structures on the subject property.

See Attached Itemized list

Total Labor & Materials $____________
Overhead & Profit $____________
Total Cost $____________

STATE OF ____________________________
COUNTY OF ____________________________

Before me this day personally appeared who, being duly sworn deponents and says that he has read, understands, and agrees to comply with all of the aforementioned conditions.

Contractor's Signature ____________________________ Date: __________

Sworn to an subscribed before me this ______ day of ______, A.D., 19____.

Notary Public State of ____________________________

My commission expires ____________________________
FEMA

National Flood Insurance Program

Elevation Certificate

And

Instructions

2015 Edition
U.S. DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
National Flood Insurance Program

ELEVATION CERTIFICATE AND INSTRUCTIONS

Paperwork Reduction Act Notice

Public reporting burden for this data collection is estimated to average 3.75 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street Arlington, VA 20593-3008, Paperwork Reduction Project (1660-0008). NOTE: Do not send your completed form to this address.

Privacy Act Statement

Authority: Title 44 CFR § 81.7 and 81.8.

Principal Purpose(s): This information is being collected for the primary purpose of estimating the risk premium rates necessary to provide flood insurance for new or substantially improved structures in designated Special Flood Hazard Areas.

Routine Use(s): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine use published in DoHS/FEMA-003 – National Flood Insurance Program Files System or Records Notice 73 Fed. Reg. 77747 (December 19, 2008); DoHS/FEMA/NIP/FIRMLOMA-F – National Flood Insurance Program (NFIP) Letter of Map Amendment (LOMA) System of Records Notice 71 Fed. Reg. 7990 (February 15, 2006); and upon written request, written consent, by agreement, or as required by law.

Disclosure: The disclosure of information on this form is voluntary; however, failure to provide the information requested may result in the inability to obtain flood insurance through the National Flood Insurance Program or the applicant may be subject to higher premium rates for flood insurance. Information will only be released as permitted by law.

Purpose of the Elevation Certificate

The Elevation Certificate is an important administrative tool of the National Flood Insurance Program (NFIP). It is to be used to provide elevation information necessary to ensure compliance with community floodplain management ordinances, to determine the proper insurance premium rate, and to support a request for a Letter of Map Amendment (LOMA) or Letter of Map Revision (LOMR) based on the LOMR.

The Elevation Certificate is required in order to properly rate Post-FIRM buildings, which are buildings constructed after publication of the Flood Insurance Rate Map (FIRM), located in flood insurance zones A1–A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, ARA, ARAE, AR/A1–A30, AR/AH, and AR/AO. The Elevation Certificate is not required for Pre-FIRM buildings unless the building is being rated under the optional Post-FIRM flood insurance rules.

As part of the agreement for making flood insurance available in a community, the NFIP requires the community to adopt floodplain management regulations that specify minimum requirements for reducing flood losses. One such requirement is for the community to obtain the elevation of the lowest floor (including basement) of all new and substantially improved buildings, and maintain a record of such information. The Elevation Certificate provides a way for a community to document compliance with its floodplain management ordinances.

Use of this certificate does not provide a waiver of the flood insurance purchase requirement. Only a LOMA or LOMR-F from the Federal Emergency Management Agency (FEMA) can amend the FIRM and remove the Federal mandate for a lending institution to require the purchase of flood insurance. However, the lending institution has the option of requiring flood insurance even if a LOMA or LOMR-F has been issued by FEMA. The Elevation Certificate may be used to support a LOMA or LOMR-F request. Lowest floor and lowest adjacent grade elevations certified by a surveyor or engineer will be required if the certificate is used to support a LOMA or LOMR-F request. A LOMA or LOMR-F request must be submitted with either a completed FEMA MT-EZ or MT-1 package, whichever is appropriate.

This certificate is used only to certify building elevations. A separate certificate is required for floodproofing. Under the NFIP non-residential buildings can be floodproofed up to or above the Base Flood Elevation (BFE). A floodproofed building is a building that has been designed and constructed to be watertight (substantially impermeable to floodwaters) below the BFE. Floodproofing of residential buildings is not permitted under the NFIP unless FEMA has granted the community an exception for residential floodproofed basements. The community must adopt standards for design and construction of floodproofed basements before FEMA will grant a basement exception. For both floodproofed non-residential buildings and residential floodproofed basements in communities that have been granted an exception by FEMA, a floodproofing certificate is required.


FEMA Form 066-0-33 (Revised 7/15) Replaces all previous editions.

F-053
# Elevation Certificate

Important: Follow the instructions on pages 1–9.

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

---

## SECTION A – PROPERTY INFORMATION

<table>
<thead>
<tr>
<th>A1. Building Owner's Name</th>
<th>FOR INSURANCE COMPANY USE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Policy Number:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A2. Building Street Address (Including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.</th>
<th>Company NAIC Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A3. Property Description (.ct and Block Numbers, Tax Parcel Number, Legal Description, etc.)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>A5. Latitude/Longitude: Long. __________ Latitude: __________ Horizontal Datum: __________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>A7. Building Diagram Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>A8. For a building with a crawl space or enclosure(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Square footage of crawl space or enclosure(s): sq ft</td>
</tr>
<tr>
<td>b) Number of permanent flood openings in the crawl space or enclosure(s) within 1.0 foot above adjacent grade</td>
</tr>
<tr>
<td>c) Total net area of flood openings in A8.b sq in</td>
</tr>
<tr>
<td>d) Engineered flood openings? Yes No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A9. For a building with an attached garage:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Square footage of attached garage sq ft</td>
</tr>
<tr>
<td>b) Number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade</td>
</tr>
<tr>
<td>c) Total net area of flood openings in A9.b sq in</td>
</tr>
<tr>
<td>d) Engineered flood openings? Yes No</td>
</tr>
</tbody>
</table>

---

## SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

<table>
<thead>
<tr>
<th>B1. NFIP Community Name &amp; Community Number</th>
<th>B2. County Name</th>
<th>B3. State</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>B4. Map/Panel Number</th>
<th>B5. Suffix</th>
<th>B6. FIRM Index Date</th>
<th>B7. FIRM Panel Effective/Revised Date</th>
<th>B8. Flood Zone(s)</th>
<th>B9. Base Flood Elevation(s) (Zone AO, use Base Flood Depth)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>B11. Indicate elevation datum used for BFE in Item B9:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)?</th>
</tr>
</thead>
</table>
ELEVATION CERTIFICATE

SECTION C - BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on:  □ Construction Drawings*  □ Building Under Construction*  □ Finished Construction

* A new Elevation Certificate will be required when construction of the building is complete.


Complete items C2.a-h below according to the building diagram specified in item A7. In Puerto Rico only, enter meters.

Benchmark Utilized: ____________________________  Vertical Datum: ____________________________

Indicate elevation datum used for the elevations in items a) through h) below.

☐ NGVD 1929  □ NAVD 1988  □ Other/Source: ____________________________

Datum used for building elevations must be the same as that used for the BFE.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Measurement Used</th>
<th>Check the measurement used.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Top of bottom floor (including basement, crawlspace, or enclosure floor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td>Top of the next higher floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c)</td>
<td>Bottom of the lowest horizontal structural member (V Zones only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d)</td>
<td>Attached garage (top of slab)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e)</td>
<td>Lowest elevation of machinery or equipment servicing the building (Describe type of equipment and location in Comments)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f)</td>
<td>Lowest adjacent (finished) grade next to building (LAG)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g)</td>
<td>Highest adjacent (finished) grade next to building (HAG)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>h)</td>
<td>Lowest adjacent grade at lowest elevation of deck or stairs, including structural support</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

Were latitude and longitude in Section A provided by a licensed land surveyor?  □ Yes  □ No  □ Check here if attachments.

Certifier’s Name ____________________________  License Number ____________________________

Title ____________________________

Company Name ____________________________

Address ____________________________

City ____________________________  State ____________________________  ZIP Code ____________________________

Signature ____________________________  Date ____________________________  Telephone ____________________________

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments (including type of equipment and location, per C2(e), if applicable) ____________________________

FEMA Form 088-0-33 (7/15)  Replaces all previous editions.

Form Page 2 of 5
**ELEVATION CERTIFICATE**

**IMPORTANT:** In these spaces, copy the corresponding information from Section A.

| Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. |
| City | State | ZIP Code |

| Company N/A Number |

**FOR INSURANCE COMPANY USE**

| Policy Number |

**SECTION E -- BUILDING ELEVATION INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO AND ZONE A (WITHOUT BFE)**

For Zones AO and A (without BFE), complete items E1–E6. If the Certificate is intended to support a LOMA or LOMR-E request, complete Sections A, B, and C. For items E1–E4, use natural grade, if available. Check the measurement used. In Puerto Rico only, enter meters.

**E1.** Provide elevation information for the following and check the appropriate boxes to show whether the elevation is above or below the highest adjacent grade (HAG) and the lowest adjacent grade (LAG).

- **a)** Top of bottom floor (including basement, crawlspaces, or enclosures) is _____ _____ feet _____ meters above or below the HAG.
- **b)** Top of bottom floor (including basement, crawlspaces, or enclosures) is _____ _____ feet _____ meters above or below the LAG.

**E2.** For Building Diagrams 6–9 with permanent flood openings provided in Section A Items 8 and/or 9 (see pages 1–2 of Instructions), the next higher floor (elevation C2, b in the diagrams) of the building is _____ _____ feet _____ meters above or below the HAG.

**E3.** Attached garage (top of slab) is _____ _____ feet _____ meters above or below the HAG.

**E4.** Top of platform of machinery and/or equipment servicing the building is _____ _____ feet _____ meters above or below the HAG.

**E5.** Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community floodplain management ordinance? [ ] Yes [ ] No [ ] Unknown. The local official must certify this information in Section G.

**SECTION F -- PROPERTY OWNER (OR OWNER'S REPRESENTATIVE) CERTIFICATION**

The property owner or owner's authorized representative who completes Sections A, B, and E for Zone A (without a FEMA-issued or community-issued BFE) or Zone AO must sign here. The statements in Sections A, B, and E are correct to the best of my knowledge.

| Property Owner or Owner's Authorized Representative's Name |
| Address | City | State | ZIP Code |

| Signature | Date | Telephone |

| Comments |

[ ] Check here if attachments.
**ELEVATION CERTIFICATE**

**FOR INSURANCE COMPANY USE**

**OMB No. 1660-0008**
Expiration Date: November 30, 2018

**Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP Code</th>
<th>Policy Number</th>
<th>Company NAIC Number</th>
</tr>
</thead>
</table>

**SECTION G – COMMUNITY INFORMATION (OPTIONAL)**

The local official who is authorized by law or ordinance to administer the community’s floodplain management ordinance can complete Sections A, B, C (or E), and G of this Elevation Certificate. Complete the applicable item(s) and sign below. Check the measurement used in Items G8–G10. In Puerto Rico only, enter meters.

G1. [ ] The information in Section C was taken from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by law to certify elevation information. (Indicate the source and date of the elevation data in the Comments area below.)

G2. [ ] A community official completed Section E for a building located in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO.

G3. [ ] The following information (Items G4–G10) is provided for community floodplain management purposes.

<table>
<thead>
<tr>
<th>G4. Permit Number</th>
<th>G6. Date Permit Issued</th>
<th>G8. Date Certificate of Compliance/Occupancy Issued</th>
</tr>
</thead>
</table>

G7. This permit has been issued for: [ ] New Construction [ ] Substantial Improvement

G8. Elevation of as-built lowest floor (including basement) of the building: [ ] feet [ ] meters Datum

G9. BFE or (in Zone AO) depth of flooding at the building site: [ ] feet [ ] meters Datum

G10. Community’s design flood elevation: [ ] feet [ ] meters Datum

**Local Official’s Name**

<table>
<thead>
<tr>
<th>Title</th>
</tr>
</thead>
</table>

**Community Name**

<table>
<thead>
<tr>
<th>Telephone</th>
</tr>
</thead>
</table>

**Signature**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
</table>

**Comments (Including type of equipment and location, per C2(e), if applicable)**

[ ] Check here if attachments.
ELEVATION CERTIFICATE

If using the Elevation Certificate to obtain NFIP flood insurance, affix at least 2 building photographs below according to the instructions for Item A6. Identify all photographs with date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View." When applicable, photographs must show the foundation with representative examples of the flood openings or vents, as indicated in Section A8. If submitting more photographs than will fit on this page, use the Continuation Page.

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP Code</th>
<th>Company NAIC Number</th>
</tr>
</thead>
</table>

**Photo One**

**Photo One Caption**

**Photo Two**

**Photo Two Caption**
**Building Photographs**

**Elevation Certificate**

**Continuation Page**

**Important:** In these spaces, copy the corresponding information from Section A.

<table>
<thead>
<tr>
<th>Building Street Address (Including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.</th>
<th>Policy Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

If submitting more photographs than will fit on the preceding page, affix the additional photographs below. Identify all photographs with: date taken; “Front View” and “Rear View”; and, if required, “Right Side View” and “Left Side View.” When applicable, photographs must show the foundation with representative examples of the flood openings or vents, as indicated in Section A8.

**Photo One**

**Photo One Caption**

**Photo Two**

**Photo Two Caption**