Bulletin #21: Survey & Elevation Certificate Requirements

Date: August 1, 2018  
Effective Date: September 4, 2018  
Amended: May 1, 2020  
To: All Staff  
From: Jonathan Walsh  
Chief Building Official

Subject: Requirements for 10-Day Spot Survey, Certified Site Plan and in Lieu of Certified Site Plan Requirements, and Elevation Certificates

DEFINITIONS:

**10-Day Spot Survey:** A survey prepared by a Florida registered surveyor and mapper that locates any new construction or any changes in existing building footprints approved on the Certified Site Plan. This survey shall be submitted no later than 10 days following the establishment of the lowest floor, which may be a slab, frame assembly, pylon(s), or any construction that is 30 inches above soil grade. The survey shall show setbacks/distances from the new construction to the adjacent property lines, the distance of separation between structures on the subject property as well as neighboring structures, if applicable, and include elevation of the lowest floor, the garage floor, and the adjacent crown of road. If the property has a South Florida Water Management District (SFWMD) permit, the **10-Day Spot Survey** shall identify the established minimum finished floor elevation and SFWMD permit number. If the property has received a Letter of Map Change, the case number shall also be provided.

**Certified Site Plan:** A plan prepared, signed, and sealed by a licensed Florida professional surveyor and mapper, architect or engineer, who is familiar with County zoning and setback requirements, showing property lines, setbacks, easements, water bodies, and all existing and proposed structures to be submitted with the building permit application. The plan shall identify the elevation of the crown of the road, Flood Zone, FEMA’s Base Flood Elevation (BFE), and show that the construction of the lowest floor meets the higher elevation of the following criteria: 1) BFE plus 1 foot as shown on the current effective Flood Insurance Rate Map (FIRM) (or Digital Flood Insurance Rate Map (DFIRM)); 2) SFWMD permit; or 3) if no SFWMD permit, a minimum of 18 inches above the crown of the nearest street or interior finished roadway system if finished with paving or 24 inches above the crown of the road if graded or otherwise unfinished.
**Affidavit in Lieu of Certified Site Plan:** A statement of fact voluntarily made by an affiant under affirmation before a notary. The affiant affirms that all work to be performed under the specified permit shall confirm to all applicable setbacks and easement requirements established by Collier County and/or any other applicable agency. Additionally, the affiant affirms that should any work performed under the specified permit result in nonconformity with any setbacks or easements, the property owner shall have no sustainable rebuttal against Collier County and will immediately remediate the nonconformity at no expense to Collier County.

**Elevation Certificate:** The National Flood Insurance Program (NFIP) Elevation Certificate (FEMA form 086-0-33) is an administrative tool of the NFIP which is to be used to provide elevation information necessary to ensure compliance with Florida Building Code and the Collier County Flood Damage Prevention Ordinance, as well as to determine the proper insurance premium rate or support a request for a Letter of Map Change. The certificate is prepared by a professional surveyor and mapper, registered in the State of Florida. Collier County is required to obtain and maintain Elevation Certificates for all new and substantially improved structures.

The elevation information is provided relative to sea level (0 NAVD). There are three possible Elevation Certificate submittals: Construction Drawings, Under Construction, and Finished Construction.

**Required documents for building permit application, during construction, and to obtain a certificate of occupancy/completion**

**Permit Application:** A Certified Site Plan not older than 6 months is required when applying for a building permit for any new construction, additions, or alterations that modify the building footprint.

**During Construction:** Building permits for new construction, additions, or alterations that modify the building footprint will require a 10-Day Spot Survey and must be submitted within ten days of and the establishment of the lowest floor, which may be a slab, frame assembly, pylon(s), etc.

If the structure is located within one or more of the following flood zones: VE, AE, AH or A, an

**Under-Construction Elevation Certificate** must be submitted along with the 10-Day Spot Survey. Elevation Certificate Sections A and B must be completed in full and consistent with the approved construction plans. Elevation Certificate Section C should include only those elevations that can be surveyed, such as C2a and C2d. If the approved plans indicate a garage slab, the elevation of the garage slab must be provided in Elevation Certificate Section C2d. Pictures capturing of all sides of the building are required and must be labeled (e.g. front, rear, right side, left side). Prior to obtaining County approval of the Under-Construction Elevation Certificate, the permit holder’s construction activities are at his/her own risk. Note:

Manufactured Homes are not required to submit an Under-Construction Elevation Certificate.

An "Inspection HOLD" will be placed on permits that have not turned in an approved 10-Day Spot Survey and an Under-Construction Elevation Certificate within the required time period.

**Certificate of Occupancy/Completion:** A Finished Construction Elevation Certificate is required for new construction and may be required for additions and/or alterations located in one or more of the following flood zones: VE, AE, AH or A. A Finished Construction Elevation Certificate must be submitted when all machinery and/or equipment such as A/C, pool equipment, generators, elevators, etc. has been installed and the grading around the building is complete. In cases where the approved exterior equipment is not yet installed, a separate
Elevation Certificate may be provided for the equipment.

**Please follow the Elevation Certificate Checklist, following this bulletin, when completing the Finished Construction Elevation Certificate.**

**Special Permit Requirements:**

1 & 2 family swimming pools and associated screen enclosure’s Certified Site Plan and survey Requirements:

1. Swimming Pools: A Certified Site Plan shall be submitted with the permit application for all 1 & 2 family swimming pools, unless not required per exceptions below. A 10Day Spot Survey shall be required after completion of the pool shell, unless a screen enclosure permit has been applied for.
2. Screen Enclosures associated with swimming pools: A copy of the Certified Site Plan used for the pool may be used to apply for the screen enclosure along with the Affidavit in Lieu of a Certified Site Plan form (see link above) when applying for the permit. The enclosure shall be depicted and accurate in the Certified Site Plan. A final spot survey shall be required for the screen enclosure with a note identifying it is a screen enclosed pool area.

Note: If the screen enclosure and swimming pool setback requirements differ, the survey must specify the setbacks for both the swimming pool shell and screen enclosure.

**Exceptions to the Certified Site Plan Requirement**

A completed and notarized Affidavit in Lieu of a Certified Site Plan form shall be included with the permit application for any permit not required to submit a Certified Site Plan.

1. Permits for improvements to an existing structure that does not modify the existing building footprint, such as interior remodels, are not required to submit a Certified Site Plan. Note: Conversion of screened porches to principal living space may change the minimum floor elevation and/or setback requirements. An existing condition survey or site plan (uncertified) drawn to scale indicating the location of improvements must be included to show the location of improvements/alterations.
2. Structures with less than 400 sq. ft. of additional impervious area shall not require a Certified Site Plan. A survey or site plan (uncertified) drawn to scale indicating the location of the proposed structure or addition meeting the current setback requirements may be used. A 10-Day Spot Survey is required.

Important: At any time during construction the Building Official may require a survey, or an Elevation Certificate be provided by a Florida licensed surveyor if deemed necessary.

History: Replaces Building Block A-128, Updated for consistency and changes to appendix checklist
Elevation Certificate Checklist for Collier County

The National Flood Insurance Program (NFIP) Elevation Certificate (EC) (FEMA form 086-0-33) is an administrative tool of the NFIP which is to be used to provide elevation information necessary to ensure compliance with community floodplain management ordinances, to determine the proper insurance premium rate, or support a request for a Letter of Map Amendment (LOMA) or a Letter of Map Amendment based on fill (LOMR-F). This document is referenced in the NFIP Flood Insurance Manual (Special Certifications Section). Collier County requires an Under Construction and a Finished Construction Elevation Certificate to be submitted.

Under Construction Elevation Certificate Overview
The Under Construction Elevation Certificate should be submitted simultaneously with the 10-day spot survey. Sections A and B must be completed in full, as shown on the approved construction plans. Section C should include only those elevations that can be surveyed, such as C2a and C2d). If the approved plans indicate a garage slab, the square footage must be noted in A9a) and the elevation must be provided in C2d). Pictures capturing all sides of the building are required and must be labeled (e.g. front, rear, right side, left side). Prior to obtaining County approval of the Under Construction Elevation Certificate, the permit holder’s construction activities are at his/her own risk. Note: Manufactured Homes are not required to submit an Under Construction Elevation Certificate.

Please note that ALL PAGES of the Elevation Certificate are required, including Sections E, F, and G.

Finished Construction Elevation Certificate Overview
A Finished Construction Elevation Certificate must be completed as established in this Checklist and is required after all of the machinery equipment has been installed and the grading around the building has been completed. It is required prior to issuance of the certificate of occupancy or certificate of completion.

Section A – Property Information

☐ Item A1. Building Owner’s Name. The name of the building owner is required.

☐ Item A2. Building Street Address. A complete address (including the zip code) is required for the building being certified. This includes the unit numbers for manufactured homes, where applicable. The building being certified may not necessarily be the property owner’s mailing address.

☐ Item A3. Property Description. The Collier County Property Appraiser parcel number or legal description or lot and block information are sufficient. Visit: http://www.collierappraiser.com/

☐ Item A4. Building Use. Indicate whether the building is residential, non-residential, residential addition, non-residential addition, accessory, or other type. For other types, a comment should be provided in Section D, Comments as to the specific uses(s) of that building.

☐ Item A5. Latitude/Longitude. Latitude and longitude coordinates should reference the front center of the building, and should be provided in either of the following formats:

  Decimal degrees (at least 5 decimal places) 26.16365°, - 81.77194°

  Degrees, minutes, seconds (at least 1 decimal place) 26° 10’ 39.4” N, 81° 48’ 25.0” W

The horizontal datum should be selected (NAD 1983) and a comment as to the source of the datum coordinates (i.e., GPS, NOAA, or Google Earth) should be provided in Section D, Comments.
☐ Item A6. Photographs. Provide at least two photos of the structure, capturing all sides of the building including the front, rear, and sides. The pictures must be labeled (e.g. front, rear, right side, left side). The photos should provide sufficient detail as to allow for the clear identification of the building foundation type, mechanical equipment around the exterior of the building. In addition, when applicable, provide a photograph of the foundation showing a representative example of the flood openings or vents and a close-up photo of each type of flood opening. All photos must be in color. The photos must be taken within 90 days from the date of certification.

☐ Item A7. Building Diagram Number. Based on the design of the building, enter the diagram number most appropriate. The elevations provided in C2a-h) should support the type of building diagram selected. The building diagrams identify the corresponding data that should then be included on the remainder of Sections A and C. Below are the common types of diagrams for Collier County.

Diagram 1A is for slab on grade structures. Diagram 1B is for stem-walled structures.

Diagram 5 is for elevated structures, with no obstructions below. This diagram is common for Manufactured Homes (NOTE: when Diagram 5 is used, A8 must be N/A and C2a) should be filled out and C2b) should be N/A).

Diagram 6 is for elevated structures, with rigid walls. This diagram number can be used for Manufactured Homes with flood vents installed. (NOTE: when Diagram 6 is used, A8a-d) must be filled out and C2a) and C2b) must be completed).
Item A8. Building with Crawlspace or Enclosure. If there is no crawlspace or enclosure, A8a)-c) should be N/A and A8d) should be “No.”

For buildings with a crawlspace or enclosure, provide details for any applicable flood openings. The NFIP and FBC require that openings be no higher than one foot above the higher of the exterior or interior grade. If interior grade is higher, a comment should be provided in Section D, Comments.

If the crawlspace or enclosure has engineered flood openings, indicate the actual net area of the openings in A8c and attach a copy of the Individual Engineering Flood Openings Certification (prepared by a registered design professional) or Evaluation Report issued by the International Code Council Evaluation Service. The flood vent model number and the engineered/rated size of the openings should be entered in Section D, Comments.

Item A9. Building with Attached Garage. An attached garage is beside the building, not underneath or separate. If there is no attached garage or garage is within building footprint, A9a)-c) should be N/A and A9d) should be “No.” If the garage has no flood openings, A9b) and A9c) should be “N/A” and A9d) should be “No.”

For buildings with an attached garage, provide the square footage in A9a) and details for any applicable flood openings. The NFIP requires that openings be no higher than one foot above the higher of the exterior or interior grade. If the interior grade is higher, a comment should be provided in Section D, Comments.

If the garage has engineered flood openings, indicate the actual net area of the openings in A9c) and attach a copy of the Individual Engineering Flood Openings Certification (prepared by a registered design professional) or Evaluation Report issued by the International Code Council Evaluation Service. The flood vent model number and the engineered/rated size of the openings should be entered in Section D, Comments.

Section B – Flood Insurance Rate Map (FIRM) Information

Item B1. NFIP Community Name and Community Number. The community name and number are Collier County and 120067. (Using “Unincorporated” or “Naples” is not correct.)

Item B2. County Name. The county is Collier County.

Item B3. State. The state is Florida or FL.

Item B4. Map/Panel Number. Provide the complete 10-character map number. For Collier County the map number always begins with 12021C, followed by the specific 4-digit identifier for the panel in which the building is located, such as 0601. A complete example: 12021C0601. The map panel is found on the DFIRM.

Item B5. Suffix. The suffix for the current flood insurance rate maps is H.

Item B6. FIRM Index Date. The index for the current flood insurance rate maps is dated May 16, 2012.

Item B7. FIRM Panel Effective/Revised Date. The current flood insurance rate maps are dated May 16, 2012.

Item B8. Flood Zones(s). Confirm the flood zones in which the building is located on the DFIRM. Where two flood zones are present on the property, identify the flood zone for the structure. Where the structure is located in two flood zones, provide both.

Item B9. Base Flood Elevation(s). Identify the BFE(s) on the DFIRM. In the AH flood zone, a structure will be located between contour lines and the BFE will be the higher of the contour lines, regardless of how close the structure is to any one of the contour lines.
☐ Item B10. Base Flood Elevation Source. Most commonly the “FIRM” or for unnumbered A zones, it may be “Community Determined.” For a Letter of Map Change, mark “Other/Source” and provide the Letter of Map Change Case Number.

☐ Item B.11 Elevation Datum. The elevation datum for the current flood insurance rate maps is NAVD 88.

☐ Item B.12 Coastal Barrier Resources System/ Otherwise protected area. Indicate whether the building is located in a designated area.

Section C – Building Elevation Information (Survey Required)

Item C1. State of Construction. In this section the surveyor indicates whether the elevations to be entered in this section are based on construction drawings, a building under construction, or finished construction. For either of the first two choices, a Finished Construction Elevation Certificate will be required when construction is complete. If the building is under construction, include only those elevations that can be surveyed in Items C2a)–h). If desired, use Section D Comments area to provide elevations obtained from the construction plans or drawings. Select "Finished Construction" only when all machinery and/or equipment such air conditioners, generators, pool equipment, and elevators, etc. have been installed and the grading around the building is completed.

Item C2. Elevations. A Benchmark and Vertical Datum must be provided. The Vertical Datum should match the datum used in the elevation in items C2a)-h). A field survey is required for Items C2a)-h) and all elevations must be in feet. If any item does not apply to the building, enter "N/A" for not applicable. Do not use “0” for items that do not apply to the building.

Item C2a). Elevation Top of the Bottom Floor. For buildings on slab, this is the lowest floor (finished floor). For elevated buildings, this is the floor of the enclosure.

Item C2b). Elevation – Top of the next higher floor. Mostly often used for Diagram 6, this is the lowest floor (finished floor).

Item C2c). Elevation – Bottom of the lowest horizontal structural member (V Zones only). Completed, most often for Diagram 1A or 6.

Item C2d). Elevation - Attached garage (top of slab). If there is an attached garage, enter the elevation for top of attached garage slab in Item C2d) (Because elevation for top of attached garage slab is self-explanatory, attached garages are not illustrated in the diagrams.)

Item C2e). Lowest elevation of machinery or equipment servicing the building. Enter the lowest platform elevation of at least 1 of the following machinery and equipment items: elevators and their associated equipment, pool heaters, hot water heaters, generators, ductwork for Manufactured Homes, air conditioners, etc. Note that elevations for these specific machinery and equipment items are required in order to rate the building for flood insurance. County staff are required to ensure that all machinery and equipment servicing the building are protected from flooding. If the machinery and/or equipment is mounted to a wall, pile, etc., enter the platform elevation of the machinery and/or equipment. Indicate machinery/equipment type and its general location, e.g., on floor inside garage or on platform affixed to exterior wall in Section D, Comments. If this item does not apply to the building, enter "N/A" for not applicable.
**Item C2f-g) Lowest adjacent (finished) grade next to building (LAG).** Enter the elevation of the ground, sidewalk, or patio slab immediately next to the building. This measurement must be to the nearest tenth of a foot if this certificate is being used to support a request for a LOMA or LOMR-F.

**Item C2h) Lowest adjacent grade at lowest elevation of deck or stairs, including structural support.** Enter the lowest grade elevation at the deck support or stairs. This measurement must be to the nearest tenth of a foot if this certificate is being used to support a request for a LOMA or LOMR-F.

**Section D – Surveyor, Engineer, or Architect Certification**

This section of the Elevation Certificate may be signed by only a land surveyor, engineer, or architect who is authorized by law to certify elevation information. The Comments area of Section D should be used to provide datum, elevation, openings, or other relevant information not specified elsewhere on the certificate.

Important: When elevation information for equipment is provided in C2e), the type of equipment must be identified in Section D, Comments and should reference C2e). For example: C2e) is the A/C pad.

As of 2017, *Elevation Certificates that are transmitted electronically must be signed, dated, and stamped electronically with a seal in accordance with F.S. 668.001-668.006 and can be authenticated by county staff (registration may be required). Non-original scanned versions will not be accepted.*

**Section E – Building Elevation Information (Survey Not Required) For Zone AO and Zone A (Without BFE)**

Used for Zone A. See elevation certificate instructions provided by FEMA and consult the Floodplain Management Section.

**Section F – Property Owner (Or Owner’s Representative) Certification**

Used for Zone A. See elevation certificate instructions provided by FEMA and consult the Floodplain Management Section.

**Section G – Community Information (Optional)**

May be completed by Collier County Certified Floodplain Manager or Floodplain Management Section staff to correct information in Sections A and B that was submitted in error. County staff must sign and date the certificate.

**Building Photographs**

*As noted in Item A6:* Provide at least two photos of the structure, capturing all sides of the building including the front, rear, and sides. The pictures must be labeled (e.g. front, rear, right side, left side). The photos should provide sufficient detail as to allow for the clear identification of the building foundation type, mechanical equipment around the exterior of the building. In addition, when applicable, provide a photograph of the foundation showing a representative example of the flood openings or vents and a close-up photo of each type of flood opening. All photos must be in color. The photos must be taken within 90 days from the date of certification.