

# AGREEMENT TO SUBMIT AN ELEVATION CERTIFICATE

FOR NEW BUILDINGS, SUBSTANTIALLY IMPROVED BUILDINGS, AND HORIZONTAL ADDITIONS IN MAPPED FLOOD HAZARD AREAS

**Instruction:** This form shall be signed by the Property Owner or Owner's Agent and submitted with applications for any new construction, substantial improvement of existing buildings that are required to be elevated, and additions that are required to be elevated.

The referenced building (new, substantially improved, or horizontal addition) is located in a mapped special flood hazard area and is subject to the requirements of the community's Floodplain Management Ordinance and the Maryland Building Performance Standards. The Ordinance requires that the lowest floor be elevated to at least the Flood Protection Elevation (\_\_\_\_\_ foot/feet above the Base Flood Elevation). If the structure is in a V-Zone, the bottom of the lowest horizontal structural member of the lowest floor must be at or above the specified minimum elevation.

An Elevation Certificate (FEMA Form 81-31) shall be completed and signed by a registered professional engineer or surveyor who is licensed in the State of Maryland. The current Elevation Certificate form and instructions are online at: <http://www.fema.gov/business/nfip/elvinst.shtm>.

The Elevation Certificate shall be completed and submitted to \_\_\_\_\_:

1. Upon placement of the lowest floor and prior to further vertical construction; and
2. Prior to the final inspection ("as-built").

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## Agreement by Property Owner or by Owner's Agent:

I agree to have the FEMA Elevation Certificate (FEMA Form 81-31) completed and signed by a registered professional engineer or surveyor who is licensed in the State of Maryland and to submit it as specified above. I agree to correct any deficiencies in the Elevation Certificate, or any construction deficiencies identified by inspection that are determined to be necessary to assure compliance with the applicable floodplain management requirements of the permit, including elevation of the lowest floor, elevation of machinery and equipment servicing the building, and provisions applicable to enclosures below the elevated building, if any.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## FOR OFFICE USE

Community: \_\_\_\_\_  
Permit Number: \_\_\_\_\_  
Property Owner: \_\_\_\_\_  
Building Address: \_\_\_\_\_  
Building Description: \_\_\_\_\_  
Use: \_\_\_\_\_  
FIRM Panel Number: \_\_\_\_\_  
Flood Zone: \_\_\_\_\_  
Base Flood Elevation: \_\_\_\_\_  
Datum: \_\_\_\_\_  
Lowest Floor Elevation: \_\_\_\_\_