



PLANNING AND DEVELOPMENT SERVICES
1001 Sarasota Center Blvd., Sarasota, FL 34240
4000 S. Tamiami Trail, Rm. 2090, Venice, FL 34293
941-861-5000

**AGREEMENT TO SUBMIT ELEVATION CERTIFICATE
(FOR NEW AND SUBSTANTIALLY IMPROVED BUILDINGS)**

Site Address: _____

Parcel ID number: _____

The structure referenced above is located in a special flood hazard area and is subject to the requirements of the Sarasota County floodplain management regulations. This form must be signed by either the Property Owner or the Owner's Agent and submitted prior to issuance of a building permit for any new buildings, substantial improvement of existing buildings, or additions that are located in a special flood hazard area.

As required by Sarasota County Code 54-517(6), a FEMA/NFIP Elevation Certificate must be completed and be signed and sealed by a Florida licensed land surveyor as part of this construction project:

1. a **Under-Construction Elevation Certificate** must be submitted upon placement of the lowest floor. Scanned copies of the Under-Construction Elevation Certificate can be emailed to floodplansreview@scgov.net.
2. a **Final Elevation Certificate** must be submitted as part of the final inspection and prior to the closing of the building permit. A raised seal original hard copy of the final Elevation Certificate can be delivered to the Sarasota County Planning and Development Services Building Division office, or a digitally signed and sealed final Elevation Certificate can be uploaded into the County Accela permitting system.

AGREEMENT BY PROPERTY OWNER OR BY OWNER'S AGENT:

I agree to have the FEMA/NFIP Elevation Certificate completed and signed and sealed by a Florida licensed land surveyor and to submit it as specified above. I agree to have any deficiencies in the Elevation Certificate corrected and to correct any construction deficiencies identified by inspection that are determined to be necessary to assure compliance with the applicable building permit. These may include but are not limited to the following: elevation of the lowest floor, elevation of machinery and equipment servicing the building, and provisions applicable to any enclosures below the elevated building, including crawlspaces.

Owner/Owner's Agent Signature: _____ Date: _____

Owner/Owner's Agent Name (printed): _____

FOR OFFICE USE ONLY	
Permit Number	
Building Diagram	
Flood Zone	
Minimum Elevation Requirement	
Lowest Floor Elevation	
Elevation of Lowest Horizontal Member	

ELEVATION CERTIFICATE (EC) REVIEW PROCESS

1. Permit applications for new construction and substantial improvements to existing structures in SFHA (Special Flood Hazard Areas) are reviewed for compliance with the County's Floodplain Management Regulations.
2. When plans are reviewed and determined to be compliant with applicable DFE (Design Flood Elevation) requirements, the reviewer enters a requirement for Under-Construction and Final FEMA/NFIP Elevation Certificates (EC) into our permit management system. (Federal Emergency Management Agency / National Flood Insurance Program)
3. After the lowest floor is constructed in zone A and AE or the lowest horizontal structural member in zone VE, the permitting system doesn't allow the applicant to schedule any further inspections until the Under Construction EC is approved. Any elevation deficiencies or errors found on the EC must be corrected prior to releasing the inspection hold.
4. After approval, the Under-Construction EC is scanned and attached in the county's permit tracking system and the original is kept by the Building Division.
5. Upon completion of work, the surveyor's sealed Final FEMA/NFIP Elevation Certificate must be reviewed and found to have no errors by a Floodplain Reviewer as a condition of the applicant obtaining the Certificate of Occupancy (CO). Any elevation deficiencies or errors found on the EC must be corrected prior to releasing CO.
6. Final Elevation Certificates are permanently kept by Building Division and scanned copies are attached in permit tracking system and into shared drive.
7. All ECs are treated as public records and copies are available to interested parties when requested.