### Appendix B: Forms

#### I. NFIP Flood Insurance Application

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building</strong></td>
<td></td>
</tr>
<tr>
<td>1. Garage</td>
<td>Is a garage attached to the building? YES NO</td>
</tr>
<tr>
<td></td>
<td>Total number of square feet:</td>
</tr>
<tr>
<td></td>
<td>Number of openings that are to be covered by flood coverage:</td>
</tr>
<tr>
<td></td>
<td>Total area of all openings in square feet:</td>
</tr>
<tr>
<td></td>
<td>Number of flood insurance policies for vehicles kept in the building:</td>
</tr>
<tr>
<td></td>
<td>Number of vehicles covered by flood insurance:</td>
</tr>
<tr>
<td>2. Basement/Subbasement</td>
<td>Does the basement/subbasement contain machinery and/or equipment? YES NO</td>
</tr>
<tr>
<td></td>
<td>Number of flood insurance policies for machinery and/or equipment:</td>
</tr>
<tr>
<td></td>
<td>Total area of all openings in square feet:</td>
</tr>
<tr>
<td></td>
<td>Number of vehicles kept in the basement/subbasement:</td>
</tr>
<tr>
<td></td>
<td>Number of vehicles covered by flood insurance:</td>
</tr>
</tbody>
</table>

*Please submit total amount due and all required certifications with the NFIP copy of this application. Paying by check or money order, make payable to the National Flood Insurance Program. Important – complete page 1 AND page 2 before sending application to the NFIP.*

The current approved version of the NFIP Flood Insurance Application, FEMA Form 086-0-1, is available at [https://www.fema.gov/media-library/assets/documents/154](https://www.fema.gov/media-library/assets/documents/154)
## Flood Insurance Application, Page 2 (of 2)

**Elevated Buildings (Including Manufactured (Mobile) Homes/Travel Trailers)**

1. **If the building is elevated, is the area below the elevated floor contained in a garage, dryer, or food preparation area?**
   - Yes
   - No If Yes, select the value below:
     - Up to $5,000
     - $5,001 to $10,000
     - $10,001 to $20,000
     - More than $20,000

2. **Elevating Foundation Type**
   - Permanently anchored concrete piers or columns
   - Reinforced concrete shear walls
   - Solid wood shear walls
   - Wood sheathing
   - Solid foundation walls
   - Other (describe):

3. **Machinery and/or Equipment**
   - Does the area below the elevated floor contain machinery and/or equipment:
     - Yes
     - No
   - If Yes, select the value below:
     - Up to $5,000
     - $5,001 to $10,000
     - $10,001 to $20,000
     - More than $20,000
   - If greater than $20,000, indicate the amount.

4. **Area Below the Elevated Floor**
   - Is the area below the elevated floor:
     - Enclosed:
       - Yes
       - No If Yes, check one of the following:
         - Fully
         - Partially
     - Is there a garage (other than one used for parking of vehicles)?
     - Yes
     - No
     - Beneath the living space:
       - Yes
       - No

5. **Insurance Rate Prepaid**
   - New
   - Renewal
   - Transfer (NFIP Policies Only)
   - Other (describe):

**Building Coverage Benefits**
- Except for a residential condominium building, are not available if other NFIP building coverage has been purchased by the applicant or any other party for the same building.

**Contents**
- Located inside:
  - Basement/Subgrade Crawlspace
  - Enclosure/Crawlspace and above
  - Lower floor only above ground level
  - Manufactured (mobile) home

**Flood Openings**
- Flood openings are the enclosed area/crawlspace constructed with openings (excluding doors) to allow the passage of floodwaters through the enclosed area:
  - Yes
  - No

**Other**
- Are flood openings engineered:
  - Yes
  - No

**Important—Please Print or Type; Enter Dates as MM/DD/YYYY.**

**Notes:**
- Wheels must be removed for travel trailer to be insurable.
- Note: In cases where NFIP policies are payable to the insured or obtained from the elevation certificate should be reviewed and transcribed below: this part of the application must be completed for all buildings.

---

**Appendix B: Forms**

This layout of the revised flood insurance application is provided for your reference. The final form will be released upon O.M.B. approval.

**U.S. Department of Homeland Security**
**Federal Emergency Management Agency**

**National Flood Insurance Program**

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**FEMA Form 086-2-1**

**F-050 (Dec 2019)**

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**April 2020 NFIP Flood Insurance Manual**

**B • 2**
Nondiscrimination

No person or organization shall be excluded from participation in, denied the benefits of, or subjected to discrimination under the Program authorized by the Act, on the grounds of race, color, creed, sex, age or national origin.

Privacy Act

The information requested is necessary to process your Flood Insurance Application for a flood insurance policy. The authority to collect the information is Title 42, U.S. Code, Sections 4001 to 4028. Disclosures of this information may be made: to federal, state, tribal, and local government agencies, fiscal agents, your agent, mortgage servicing companies, insurance or other companies, lending institutions, and contractors working for us, for the purpose of carrying out the National Flood Insurance Program; to certain property owners for the purpose of property loss history evaluation; to the American Red Cross for verification of nonduplication of benefits following a flooding event or disaster; to law enforcement agencies or professional organizations when there may be a violation or potential violation of law; to a federal, state or local agency when we request information relevant to an agency decision concerning issuance of a grant or other benefit, or in certain circumstances when a federal agency requests such information for a similar purpose from us; to a Congressional office in response to an inquiry made at the request of an individual; to the Office of Management and Budget (OMB) in relation to private relief legislation under OMB Circular A-19; and to the National Archives and Records Administration in records management inspections. Providing the information is voluntary, but failure to do so may delay or prevent issuance of the flood insurance policy.

General

This information is provided pursuant to Public Law 96-511 (Paperwork Reduction Act of 1980, as amended), dated December 11, 1980, to allow the public to participate more fully and meaningfully in the Federal paperwork review process.

Authority

Public Law 96-511, amended, 44 U.S.C. 3507; and 5 CFR 1320.

Paperwork Burden Disclosure Notice

Public reporting burden for this form is estimated to average 12 minutes 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of 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, 500 C Street SW, Washington, DC 20742, Paperwork Reduction Project (1660-0006).

Note: Do not send your completed form to this address.
II. NFIP Preferred Risk Policy and Newly Mapped Application

<table>
<thead>
<tr>
<th>BUILDING PURPOSE</th>
<th>ALL BUILDINGS</th>
<th>Property Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Name and Mailing Address of Agent/Producer:</td>
</tr>
<tr>
<td>はじめる</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Is Building Purpose Residential?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>2. Is Building a Non-Residential Building?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>3. Is Building Single Family?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>4. Is Building Multi Family?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>5. Is Building Other Residential?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>6. Is Building Other Non-Residential?</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

## NFIP COPY

### COMPLETE THIS SECTION FOR PRE-FIRM BUILDINGS LOCATED IN AN SFHA.

1. Has the applicant applied for or has an NFIP policy for this property? YES NO
2. Is the policy required by the lender under mandatory purchase? YES NO
3. If YES, has the prior NFIP policy ever lapsed while coverage was required under mandatory purchase on the lender? YES NO
4. If YES, was the lapse the result of a community suspension? YES NO
5. Will this policy be effective within 180 days of the community reentry after suspension referred to in (4)? YES NO

### 11. Building Information

1. Is Building Located on Federal Land? YES NO
2. Is Building Elevated? YES NO
3. Building or Structure Height Above Grade on All Sides? YES NO

### 12. Number of Floors in Building (Including Basement/Enclosed Area, If Any), OR Building Type

1. If Building Type, Specify: YES NO
2. If Other, Specify: YES NO

### 13. Building Address

1. Name and Mailing Address of Insured: YES NO
2. Name and Mailing Address of Insured (If Other, Specify): YES NO

### 14. Coverage

1. Insured Property Location Same as Insured’s Mailing Address? YES NO
2. Is Insured Property Location Same as Insured’s Mailing Address? YES NO

### 15. Proration or New Policy

1. Name and Mailing Address of First Mortgagee: YES NO
2. Name and Mailing Address of Other Mortgagee: YES NO

### 16. Waivers

1. Loss Payee: YES NO
2. Waiver of Subrogation: YES NO

### 17. Policy Coverage

1. What is the Reinstatement Date? YES NO
2. What is the Suspension Date? YES NO

### 18. Policy Periods

1. 30 Day Waiting Period: YES NO
2. Standard 30-Day Waiting Period: YES NO

### 19. Prior Policy

1. PRIOR POLICY #:
2. PRIOR POLICY PERIOD:
3. PRIOR POLICY_TRNSFER: YES NO
4. PRIOR POLICY RENEWAL: YES NO

### 20. Appendix B: Forms

- FEMA Form 086-0-5
- Appendix B: Forms

---

The current approved version of the NFIP Preferred Risk Policy and Newly Mapped Application, FEMA Form 086-0-5, is available at https://www.fema.gov/media-library/assets/documents/209
### Appendix B: Forms

#### FEMA Form 086-0-5 F-089

**National Flood Insurance Program**

**U.S. Department of Homeland Security**

**Federal Emergency Management Agency**

**PREFERRED RISK POLICY AND NEWLY MAPPED APPLICATION, PAGE 2 (OF 2)**

**Important—Please print or type; enter dates as MM/DD/YYYY.**

All data provided by the insured or obtained from the elevation certificate should be reviewed and transcribed below. This part of the application must be completed for all buildings.

<table>
<thead>
<tr>
<th>Building Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 1: Manufacturing (Mobile) Home/Travel Trailer Data</td>
</tr>
<tr>
<td><strong>1. MANUFACTURED (MOBILE) HOME/TRAVEL TRAILER DATA</strong></td>
</tr>
<tr>
<td><strong>NOTE:</strong> Wheels must be removed for travel trailers to be insurable.</td>
</tr>
<tr>
<td><strong>MAKE:</strong></td>
</tr>
<tr>
<td><strong>YEAR OF MANUFACTURE:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part 2: Anchoring</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2. MANUFACTURED (MOBILE) HOME/TRAVEL TRAILER ANCHORING SYSTEM UTILIZED:</strong></td>
</tr>
<tr>
<td><strong>NOTE:</strong> Answers to any of the questions regarding the area below the elevated floor is yes, or there is a garage, answer all the following.</td>
</tr>
<tr>
<td><strong>INDICATE MATERIAL USED FOR ENCLOSURE:</strong></td>
</tr>
<tr>
<td><strong>INDICATE MATERIAL USED FOR ENCLOSURE:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part 3: Flood Openings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3. FLOOD OPENINGS:</strong></td>
</tr>
<tr>
<td><strong>IF YES, DESCRIBE:</strong></td>
</tr>
</tbody>
</table>

**Important—Complete page 1 and page 2 before sending application to the National Flood Insurance Program.**

**FEMA Form 086-0-5**

Please submit total amount due and all required certifications with the NFIP copy of this application. If paying by check or money order, make payable to the National Flood Insurance Program.

**Note:** Building coverage benefits—except for a residential condominium building—are not available if other NFIP building coverage has been purchased by the applicant or any other party for the same building.

The above statements are correct to the best of my knowledge. I understand that any false statements may be punishable by fine and/or imprisonment under applicable federal law. See last page of form.

**Signature:**

**Date:**

**Signature of Insured (Optional):**

**Date:**

**F-089 (Dec 2019)**

**April 2020 NFIP Flood Insurance Manual**

**B • 5**
National Flood Insurance Program

PREFERRED RISK POLICY AND NEWLY MAPPED APPLICATION
FEMA FORM 086-0-5

NONDISCRIMINATION
No person or organization shall be excluded from participation in, denied the benefits of, or subjected
to discrimination under the Program authorized by the Act, on the grounds of race, color, creed, sex,
age or national origin.

PRIVACY ACT
The information requested is necessary to process your Flood Insurance Application for a flood insurance
policy. The authority to collect the information is Title 42, U.S. Code, Sections 4001 to 4028. Disclosures
of this information may be made: to federal, state, tribal, and local government agencies, fiscal agents,
your agent, mortgage servicing companies, insurance or other companies, lending institutions, and
contractors working for us, for the purpose of carrying out the National Flood Insurance Program; to
certain property owners for the purpose of property loss history evaluation; to the American Red Cross
for verification of nonduplication of benefits following a flooding event or disaster; to law enforcement
agencies or professional organizations when there may be a violation or potential violation of law; to
a federal, state or local agency when we request information relevant to an agency decision concerning
issuance of a grant or other benefit, or in certain circumstances when a federal agency requests such
information for a similar purpose from us; to a Congressional office in response to an inquiry made at
the request of an individual; to the Office of Management and Budget (OMB) in relation to private relief
legislation under OMB Circular A-19; and to the National Archives and Records Administration in records
management inspections. Providing the information is voluntary, but failure to do so may delay or prevent
issuance of the flood insurance policy.

GENERAL
This information is provided pursuant to Public Law 96-511 (Paperwork Reduction Act of 1980, as
amended), dated December 11, 1980, to allow the public to participate more fully and meaningfully in
the Federal paperwork review process.

AUTHORITY
Public Law 96-511, amended, 44 U.S.C. 3507; and 5 CFR 1320.

PAPERWORK BURDEN DISCLOSURE NOTICE
Public reporting burden for this form is estimated to average 10 minutes 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 the form. This collection of information is
required to obtain or retain benefits. You are not required to respond to this collection of information
unless a valid OMB control number is displayed in the upper right corner of this form. Send comments
regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information
Agency, 500 C Street SW, Washington, DC 20742, Paperwork Reduction Project (1660-0006).
NOTE: Do not send your completed form to this address.
### Appendix B: Forms

#### III. NFIP Flood Insurance General Change Endorsement

This layout of the revised General Change Endorsement is provided for your reference. The final form will be released upon O.M.B. approval.

**U.S. Department of Homeland Security**  
**Federal Emergency Management Agency**  
**National Flood Insurance Program**  
**FLOOD INSURANCE GENERAL CHANGE ENDORSEMENT, PAGE 2 OF 2**

**FOR ALL POLICY TYPES**—PLEASE PRINT OR TYPE DATES AS MM/DD/YYYY.

---

### PROPERTY LOCATION

<table>
<thead>
<tr>
<th>Property Location Information</th>
<th>Community All Buildings</th>
<th>Non-Elevated Buildings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and mailing address of agent/producer:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### ADJUSTMENT / ASSIGNMENT

- **Reason for Change** (check all that apply):  
  - Mortgage  
  - Loss payout  
  - Pre-Assessments  
  - New property information  
  - Other (specify)  

- **Reason for Assignment** (check one):  
  - First mortgage  
  - Second mortgage  
  - Other (specify)  

---

### FOR RENEWAL BILLS

- **Policy #**
- **Bill to:**
  - Loss payer  
  - First mortgagee  
  - Second mortgagee  
  - Other (as specified in the "2nd mortgage/other" box below)

### FORMS

- **Policy Period is from:**
  - 12:01 a.m. local time on the insured property date/  
  - Winding period  
  - Continued 30 days  
  - Required for loan transaction—no waiting period  
  - Map revision (zone change from non-S FHA to SF HA) — 1 day  
  - Transfer (NFIP policies only) — 1 day  

---

### OTHER (AS SPECIFIED IN THE "2ND MORTGAGE/OTHER" BOX BELOW)

- **Description:**
  - Other (specify)  

---

### LEGAL DESCRIPTION MIGHT BE USED ONLY WHILE A BUILDING OR SUBDIVISION IS IN THE COURSE OF CONSTRUCTION OR PRIOR TO ESTABLISHING A STREET ADDRESS

---

### 1. BUILDING PURPOSE

- **Building Purpose:**  
  - Residential  
  - Nonresidential  
  - Other (specify)  

- **Building Description:**  
  - Single family  
  - Multi-family  
  - Commercial  
  - Nonresidential business  
  - Other (specify)

- **Building Location:**  
  - In a floodplain  
  - In a non-floodplain

---

### 2. BUILDING OCCUPANCY

- **Number of floors in building:**
  - 1  
  - 2
  - 3 or more

---

### 3. BUILDING INFORMATION

- **Number of permanent flood openings within 1 foot above the lowest floor:**
  - Yes  
  - No

- **Detached garage:**
  - Yes  
  - No

---

### 4. IS THE BUILDING AN AGRICULTURAL STRUCTURE?

- **Yes**  
- **No**

---

### 5. BUILDING DESCRIPTION (CHECK ONE)

- **Main House:**  
  - Detached guest house  
  - Attached guest house  
  - Garage

- **Apartment building:**  
  - Apartment building  
  - Condominium  
  - Cooperatives  
  - Other

- **Multifamily structure:**
  - Yes  
  - No

---

### 6. IS A GARAGE ATTACHED TO THE BUILDING?

- **Yes**  
- **No**

---

### 7. ADDITIONAL AND EXTENSIONS (IF APPLICABLE)

- **Does the building have any additions or extensions:**
  - Yes  
  - No

---

### 8. PRIMARY RESIDENCE, RENTAL, OR NONRESIDENTIAL PROPERTY

- **Building Information:**
  - Residential  
  - Commercial  
  - Other (specify)

---

### 9. BUILDING CONSTRUCTION

- **Building in the course of construction:**
  - Yes  
  - No

---

### 10. NUMBER OF STORIES IN BUILDING (INCLUDING BASEMENT/ENCLOSED AREA, IF ANY) ON BUILDING TYPE

- **Yes**  
- **No**

---

### 11. IS BUILDING ELEVATED?

- **Yes**  
- **No**

---

### 12. BASEMENT, ENCLOSED, OR SUBGRADE SPACE

- **Yes**  
- **No**

---

### 13. ADDITIONAL AND EXTENSIONS (IF APPLICABLE)

- **Does the building have any additions or extensions:**
  - Yes  
  - No

---

### 14. ADDITION OR EXTENSION ON EXISTING PROPERTY

- **Addition on extension (including description in the property information)**
  - Yes  
  - No

---

### 15.assaignment

- **Is the insured a tenant:**
  - Yes  
  - No

---

### 16. BUILDING OCCUPANCY

- **Building occupancy:**
  - Single family  
  - Multi-family  
  - Commercial  
  - Nonresidential business  
  - Other (specify)

---

### 17. BUILDING DESCRIPTION (CHECK ONE)

- **Building purpose:**
  - Residential  
  - Nonresidential  
  - Other (specify)

---

### 18. BUILDING OCCUPANCY

- **Building occupancy:**
  - Single family  
  - Multi-family  
  - Commercial  
  - Nonresidential business  
  - Other (specify)

---

### 19. BUILDING INFORMATION

- **Building in the course of construction:**
  - Yes  
  - No

---

### 20. ADDITIONAL AND EXTENSIONS (IF APPLICABLE)

- **Does the building have any additions or extensions:**
  - Yes  
  - No

---

### 21. BUILDING CONSTRUCTION

- **Building is new:**
  - Yes  
  - No

---

### 22. BASEMENT, ENCLOSED, OR SUBGRADE SPACE

- **Yes**  
- **No**

---

### 23. ADDITION OR EXTENSION ON EXISTING PROPERTY

- **Addition on extension (including description in the property information)**
  - Yes  
  - No

---

### 24. BUILDING OCCUPANCY

- **Building occupancy:**
  - Single family  
  - Multi-family  
  - Commercial  
  - Nonresidential business  
  - Other (specify)

---

### 25. BUILDING INFORMATION

- **Building in the course of construction:**
  - Yes  
  - No

---

### 26. BASEMENT, ENCLOSED, OR SUBGRADE SPACE

- **Yes**  
- **No**

---

### 27. ADDITION OR EXTENSION ON EXISTING PROPERTY

- **Addition on extension (including description in the property information)**
  - Yes  
  - No

---

### 28. BUILDING OCCUPANCY

- **Building occupancy:**
  - Single family  
  - Multi-family  
  - Commercial  
  - Nonresidential business  
  - Other (specify)

---

### 29. BUILDING INFORMATION

- **Building in the course of construction:**
  - Yes  
  - No

---

### 30. BASEMENT, ENCLOSED, OR SUBGRADE SPACE

- **Yes**  
- **No**

### ONLINE

The current approved version of the NFIP Flood Insurance General Change Endorsement, FEMA Form 086-0-3, is available at https://www.fema.gov/media-library/assets/documents/144
## Appendix B: Forms

### NFIP Flood Insurance Manual

**National Flood Insurance Program**

**U.S. Department of Homeland Security**

**Federal Emergency Management Agency**

This layout of the revised general change endorsement is provided for your reference. The final form will be released upon OMB approval.

---

**FOR ALL POLICY TYPES, IMPORTANT!**—PLEASE PRINT OR TYPE; ENTER DATES AS MM/DD/YYYY.

ALL DATA PROVIDED BY THE INSURER OR OBTAINED FROM THE ELEVATION CERTIFICATE MUST BE REVIEWED AND TRANSCRIBED BELOW. THIS PART OF THE ENDORSEMENT MUST BE COMPLETED FOR ALL BUILDINGS.

---

### ELEVATED BUILDINGS (INCLUDING MANUFACTURED (MOBILE) HOMES/TRAVEL TRAILERS)

1. **IF THE BUILDING IS ELEVATED, IS THE AREA BELOW:**
   - **FREE OF OBSTRUCTION**
   - **PARTIALLY**

2. **ELEVATING FOUNDATION TYPE:**
   - **WOOD, POST, OR PILES**
   - **REINFORCED MASONRY OR CONCRETE PONTS OR COLUMNS**
   - **REINFORCED CONCRETE SHEAR WALLS**
   - **WOOD SHEAR WALLS**
   - **SOLID FOUNDATION WALLS**

3. **MACHINE(S) AND OR EQUIPMENT**
   - **DOES THE AREA BELOW THE ELEVATED FLOOR CONTAIN A MACHINE, TRUCK, OR EQUIPMENT?**
   - **YES**
   - **NO**

4. **AREA BELOW THE ELEVATED FLOOR (IF YES):**
   - **IS IT ABOVE THE ELEVATED FLOOR ENCLOSED?**
   - **YES**
   - **NO**

---

### INSTALLATION

**THE MANUFACTURED (MOBILE) HOME/TRAVEL TRAILER WAS INSTALLED IN ACCORDANCE WITH:**

- **BUILDING PERMIT**
- **CONSTRUCTION DATE**
- **CONSTRUCTION DATE OF MANUFACTURED HOME PARK OR SUBDIVISION**
- **DATE OF PERMANENT PLACEMENT**

---

### ANCHORING

**THE MANUFACTURED (MOBILE) HOME/ TRAVEL TRAILER ANCHORING SYSTEM UTILIZES:**

- **OVER-THE-TOP TIES**
- **FRAME TIES**
- **ELAB ANCHORS**
- **FRAME CONNECTORS**
- OTHER (DESCRIBE)

---

### FLOOD OPENINGS

**IS THE ENCLOSED AREA/CRAWLSPACE USED FOR ANY PURPOSE OTHER THAN SOLELY FORpps OR PARKING ONLY?**

**IS THE AREA BELOW THE ELEVATED FLOOR IS YES, OR THERE IS A GARAGE, ANSWER ALL THE FOLLOWING:**

- **INDICATE MATERIAL USED FOR ENCLOSURE:**
  - LIGHT WOOD LATTICE
  - SOLD MOSS FRIEZE WALLS
  - SOLID MOSS FRIEZE WALLS (BREAKAWAY)
  - LIGHT WOOD LATTICE (BREAKAWAY)
  - OTHER (DESCRIBE)

---

### BUILDING COVERAGE CONTENTS COVERAGE

**RETURN PREMIUM, MAIL REFUND TO:**

**BUILDING COVERAGE BENEFITS — EXCEPT FOR A RESIDENTIAL CONDOMINIUM BUILDING — ARE NOT AVAILABLE IF OTHER NFIP BUILDING COVERAGE ENDORSEMENTS HAVE BEEN PURCHASED BY THE APPLICANT OR ANY OTHER PARTY FOR THE SAME BUILDING.**

---

### SIGNATURE

**SIGNATURE OF ASSIGNEE (FOR ASSIGNMENT ONLY) DATE (MM/DD/YYYY)**

**SIGNATURE OF INSURED (IF APPLICABLE) DATE (MM/DD/YYYY)**

**THE ABOVE STATEMENTS ARE CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE PUNISHABLE.**

---

**FOR ANY PURPOSE OTHER THAN SOLELY FOR STORAGE OR PARKING ONLY**

**TOTAL AREA OF ALL PERMANENT FLOOD OPENINGS**

---

**WHEELS MUST BE REMOVED FOR TRAVEL TRAILER TO BE INSURABLE.**

---

**PLEASE SUBMIT TOTAL AMOUNT DUE AND ALL REQUIRED CERTIFICATIONS WITH THE NFIP COPY OF THIS ENDORSEMENT.**
FLOOD INSURANCE GENERAL CHANGE ENDORSEMENT
FEMA FORM 086-0-3

Nondiscrimination
No person or organization shall be excluded from participation in, denied the benefits of, or subjected to discrimination under the Program authorized by the Act, on the grounds of race, color, creed, sex, age or national origin.

Privacy Act
The information requested is necessary to process your Flood Insurance Application for a flood insurance policy. The authority to collect the information is Title 42, U.S. Code, Sections 4001 to 4028. Disclosures of this information may be made: to federal, state, tribal, and local government agencies, fiscal agents, your agent, mortgage servicing companies, insurance or other companies, lending institutions, and contractors working for us, for the purpose of carrying out the National Flood Insurance Program; to certain property owners for the purpose of property loss history evaluation; to the American Red Cross for verification of nonduplication of benefits following a flooding event or disaster; to law enforcement agencies or professional organizations when there may be a violation or potential violation of law; to a federal, state or local agency when we request information relevant to an agency decision concerning issuance of a grant or other benefit, or in certain circumstances when a federal agency requests such information for a similar purpose from us; to a Congressional office in response to an inquiry made at the request of an individual; to the Office of Management and Budget (OMB) in relation to private relief legislation under OMB Circular A-19; and to the National Archives and Records Administration in records management inspections. Providing the information is voluntary, but failure to do so may delay or prevent issuance of the flood insurance policy.

General
This information is provided pursuant to Public Law 96-511 (Paperwork Reduction Act of 1980, as amended), dated December 11, 1980, to allow the public to participate more fully and meaningfully in the Federal paperwork review process.

Authority
Public Law 96-511, amended, 44 U.S.C. 3507; and 5 CFR 1320.

Paperwork Burden Disclosure Notice
Public reporting burden for this form is estimated to average 9 minutes 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 the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of 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, 500 C Street SW, Washington, DC 20742, Paperwork Reduction Project (1660-0006).

NOTE: Do not send your completed form to this address.
Appendix B: Forms

IV. NFIP Flood Insurance Cancellation/Nullification Request Form

<table>
<thead>
<tr>
<th>FIELD</th>
<th>INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLICY #:</td>
<td>[Enter Policy Number]</td>
</tr>
<tr>
<td>CANCELLATION REASON CODE:</td>
<td>[Enter Code]</td>
</tr>
<tr>
<td>Make Refund Payable To (check one):</td>
<td>Insured</td>
</tr>
<tr>
<td>Mail Refund To (check one):</td>
<td>Insured</td>
</tr>
<tr>
<td>The above statements are correct to the best of my knowledge. I understand that any false statements may be punishable by fine and/or imprisonment under applicable federal law. See second page of form.</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE OF INSURED</td>
<td>[Signature]</td>
</tr>
<tr>
<td>SIGNATURE OF OTHER INSURED</td>
<td>[Signature]</td>
</tr>
<tr>
<td>SIGNATURE OF AGENT/PRODUCER</td>
<td>[Signature]</td>
</tr>
</tbody>
</table>

Please see all valid cancellation reason codes and requirements for their use in the “How to Cancel” section of the NFIP Flood Insurance Manual on the FEMA website: https://www.fema.gov/flood-insurance-manual

ONLINE The current approved version of the NFIP Flood Insurance Cancellation/Nullification Request Form, FEMA Form 086-0-2, is available at https://www.fema.gov/media-library/assets/documents/1190
Appendix B: Forms

National Flood Insurance Program

FLOOD INSURANCE CANCELLATION/NULLIFICATION REQUEST FORM
FEMA FORM 086-0-2

NONDISCRIMINATION
No person or organization shall be excluded from participation in, denied the benefits of, or subjected to
discrimination under the Program authorized by the Act, on the grounds of race, color, creed, sex, age or
national origin.

PRIVACY ACT
The information requested is necessary to process your Flood Insurance Application for a flood insurance
policy. The authority to collect the information is Title 42, U.S. Code, Sections 4001 to 4028. Disclosures
of this information may be made: to federal, state, tribal, and local government agencies, fiscal agents, your
agent, mortgage servicing companies, insurance or other companies, lending institutions, and contractors
working for us, for the purpose of carrying out the National Flood Insurance Program; to certain property
owners for the purpose of property loss history evaluation; to the American Red Cross for verification of
nonduplication of benefits following a flooding event or disaster; to law enforcement agencies or professional
organizations when there may be a violation or potential violation of law; to a federal, state or local agency
when we request information relevant to an agency decision concerning issuance of a grant or other benefit,
or in certain circumstances when a federal agency requests such information for a similar purpose from us;
to a Congressional office in response to an inquiry made at the request of an individual; to the Office of
Management and Budget (OMB) in relation to private relief legislation under OMB Circular A-19; and to the
National Archives and Records Administration in records management inspections. Providing the information is
voluntary, but failure to do so may delay or prevent issuance of the flood insurance policy.

GENERAL
This information is provided pursuant to Public Law 96-511 (Paperwork Reduction Act of 1980, as amended),
dated December 11, 1980, to allow the public to participate more fully and meaningfully in the Federal
paperwork review process.

AUTHORITY
Public Law 96-511, amended, 44 U.S.C. 3507; and 5 CFR 1320.

PAPERWORK BURDEN DISCLOSURE NOTICE
Public reporting burden for this form is estimated to average 7.5 minutes 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 the form. This collection of information is required to obtain or retain
benefits. You are not required to respond to this collection of information unless a valid OMB control number is
displayed in the upper right corner of 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
Reduction Project (1660-0006). NOTE: Do not send your completed form to this address.
V. NFIP Residential Basement Floodproofing Certificate

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
National Flood Insurance Program

Residential Basement Floodproofing Certificate

PAPERWORK BURDEN DISCLOSURE NOTICE
Public reporting burden for this data collection is estimated to average 3.25 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 Residential Basement Floodproofing Certificate. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this Residential Basement Floodproofing Certificate. 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, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0033). NOTE: Do not send your completed form to this address.

Privacy Act Statement

AUTHORITY

PRINCIPAL PURPOSE(S)
This information is being collected for two primary purposes. First, for community use in documenting compliance with floodplain management ordinances, where records are maintained by the community. Second, for flood insurance purposes of estimating the risk premium rates necessary to provide flood insurance for new or substantially improved structures in designated Special Flood Hazard Areas. Records are located at the facility that underwrites and administers the policy (Write Your Own (WYO) companies or the Federal Emergency Management Agency’s (FEMA) National Flood Insurance Program (NFIP) Direct).

ROUTINE USE(S)
When this form is maintained by FEMA and is used in conjunction with the application and maintenance of a flood insurance policy, the information requested on this form may be shared externally as a “routine use” to authorized WYO companies receiving transferred policies, to assist the Department of Homeland Security (DHS)/FEMA in estimating the risk premium rates necessary to provide flood insurance for new or substantially improved structures in designated Special Flood Hazard Areas. A complete list of the routine uses can be found in the system of records notice associated with this form, “DHS/FEMA-003 - National Flood Insurance Program Files 79 Fed. Reg. 28,747 (May 19, 2014); and upon written request, written consent, by agreement, or as required by law. The Department’s full list of system of records notices can be found on the Department’s website at http://www.dhs.gov/system-records-notices-sorns.

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 building being subject to higher premium rates for flood insurance. Information will only be released as permitted by law.
Appendix B: Forms

Residential Basement Floodproofing Certificate

Building Owner’s Name

For Insurance Company Use

Policy Number

Building Street Address (Including Apt., Unit Number)

Company NAIC Number

Other Description (Lot and Block Numbers, etc.)

City

State

Zipcode

SECTION I - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

Provide the following from the FIRM and flood profile (from Flood Insurance Study)

Community Number

Panel Number

Suffix

Date of FIRM

Zone

Base Flood Elevation

(In AQ Zones, Use depth)

Name of Flooding Source(s) Affecting Building

Indicate elevation datum used for Base Flood Elevation shown above:

☐ NGVD 1929

☐ NAVD 1988

☐ Other/Source:

SECTION II - FLOODPROOFED ELEVATION CERTIFICATION

(By a Registered Professional Land Surveyor, Engineer, or Architect)

All elevations must be based on finished construction.

Floodproofing Elevation Information for Zones A1-30, AE, AH, AO:

Building is floodproofed to an elevation of _______ _______ feet. (In Puerto Rico only: _______ _______ meters.)

(Elevation datum used must be the same as that on the FIRM.)

Elevation of the top of the basement floor is _______ _______ feet. (In Puerto Rico only: _______ _______ meters.)

Lowest adjacent (finished) grade next to the building (LAG): _______ _______ feet. (In Puerto Rico only: _______ _______ meters.)

Highest adjacent (finished) grade next to the building (HAG): _______ _______ feet. (In Puerto Rico only: _______ _______ meters.)

Indicate elevation datum used for Section II:

☐ NGVD 1929

☐ NAVD 1988

☐ Other/Source:

(Note: For insurance rating purposes, the building’s floodproofed elevation must be at least 1 foot above the Base Flood Elevation to receive rating credit. If the building is floodproofed only to the Base Flood Elevation, then the building’s insurance rating will result in a higher premium.)

Section II 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 in Section II on this Certificate represents a true and accurate interpretation and determination by the undersigned using the available information and data. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

Certifier’s Name

License Number (or affix Seal)

Title

Company Name

Address

City

State

Zip Code

Signature

Phone No.

Date

Place Seal Here
### Residential Basement Floodproofing Certificate

**SECTION III - FLOODPROOFING CERTIFICATION (By a Registered Professional Engineer or Architect)**

I certify the structure, based upon development and/or review of the design, specifications, as-built drawings for construction and physical inspection, has been designed and constructed in accordance with the accepted standards of practice (ASCE 24-05, ASCE 24-14, or their equivalent) and any alterations also meet those standards and the following provisions:

- Basement area, together with attendant utilities and sanitary facilities, is watertight to the floodproofing design elevation with walls that are impermeable to the passage of water without human intervention; and
- Basement walls and floor are capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy resulting from flooding to the floodproofing design elevation; and have been designed so that minimal damage will occur from floods that exceed the floodproofing design elevation; and
- Building design, including the floodproofing design elevation, complies with community requirements; and
- Soil or fill adjacent to the structure is compacted and protected against erosion and local scour (in accordance with ASCE 24).

I certify that the information in Section III on this certificate represents a true and accurate determination by the undersigned using the available information and data. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

<table>
<thead>
<tr>
<th>CERTIFIER'S NAME</th>
<th>LICENSE NUMBER (or affix Seal)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE</td>
<td>COMPANY NAME</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>CITY</td>
</tr>
<tr>
<td></td>
<td>STATE ZIP CODE</td>
</tr>
<tr>
<td>SIGNATURE</td>
<td>PHONE NO.</td>
</tr>
<tr>
<td></td>
<td>DATE</td>
</tr>
</tbody>
</table>

Place Seal Here

Copies of this certificate must be given to: 1) the community official; 2) the insurance agent; and 3) the building owner.
### Residential Basement Floodproofing Certificate continued

**Instructions for Completing the Residential Basement Floodproofing Certificate**

To receive credit for floodproofing, a completed Residential Basement Floodproofing Certificate is required for residential buildings with basements in Regular Program communities, located in zones A1-A30, AE, AR, AR Dual, AO, AH, and A with BFE.

The communities must have been specifically approved and authorized by FEMA to receive residential basement floodproofing rating credit. Approved communities are listed in Appendix K of the *NFIP Flood Insurance Manual*, available on the FEMA website at [https://www.fema.gov/flood-insurance-manual](https://www.fema.gov/flood-insurance-manual).

When applying for flood insurance, the following information must be provided with the completed Residential Basement Floodproofing Certificate:

- The Flood Insurance Application
- At least two photographs of the building.
VI. NFIP Floodproofing Certificate for Non-Residential Structures


<table>
<thead>
<tr>
<th>Purpose of the Floodproofing Certificate for Non-Residential Structures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under the National Flood Insurance Program (NFIP), the floodproofing of non-residential buildings may be permitted as an alternative to elevating to or above the Base Flood Elevation (BFE). A floodproofing design certification is required for non-residential structures that are floodproofed. This form is to be used for that certification.</td>
</tr>
<tr>
<td>A floodproofed building is a building that has been designed and constructed to be watertight (substantially impermeable to floodwaters) below the BFE and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Before a floodproofed building is designed, numerous planning considerations, including flood warning time, uses of the building, mode of entry to and exit from the building and the site in general, floodwater velocities, flood depths, debris impact potential, and flood frequency, must be addressed to ensure that dry floodproofing will be a viable floodplain management measure.</td>
</tr>
<tr>
<td>The minimum NFIP requirement is to floodproof a building to the BFE. However, when it is rated for flood insurance one-foot is subtracted from the floodproofed elevation. Therefore, a building has to be floodproofed to one foot above the BFE to receive the same favorable flood insurance rates as a building elevated to the BFE.</td>
</tr>
<tr>
<td>Additional guidance can be found in FEMA Publication 936, Floodproofing Non-Residential Buildings (2013), available on FEMA’s website at <a href="https://www.fema.gov/media-library/assets/documents/34270">https://www.fema.gov/media-library/assets/documents/34270</a>.</td>
</tr>
</tbody>
</table>
## Appendix B: Forms

### Floodproofing Certificate for Non-Residential Structures

The floodproofing of non-residential buildings may be permitted as an alternative to elevating to or above the Base Flood Elevation; however, a floodproofing design certification is required. This form is to be used for that certification. Floodproofing of a residential building does not alter a community’s floodplain management elevation requirements or affect the insurance rating unless the community has been issued an exception by FEMA to allow floodproofed residential basements. The permitting of a floodproofed residential basement requires a separate certification specifying that the design complies with the local floodplain management ordinance.

<table>
<thead>
<tr>
<th>BUILDING OWNER’S NAME</th>
<th>FOR INSURANCE COMPANY USE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>POLICY NUMBER</td>
</tr>
<tr>
<td></td>
<td>COMPANY NAIC NUMBER</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STREET ADDRESS (Including Apt., Unit, Suite, and/or Bldg. Number) OR P.O. ROUTE AND BOX NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>OTHER DESCRIPTION (Lot and Block Numbers, etc.)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

### Section I – Flood Insurance Rate Map (FIRM) Information

Provide the following from the proper FIRM:

<table>
<thead>
<tr>
<th>COMMUNITY NUMBER</th>
<th>PANEL NUMBER</th>
<th>SUFFIX</th>
<th>DATE OF FIRM INDEX</th>
<th>FIRM ZONE</th>
<th>BASE FLOOD ELEVATION (in AO Zones, Use Depth)</th>
</tr>
</thead>
</table>

Indicate elevation datum used for Base Flood Elevation shown above:  
- [ ] NGVD 1929  
- [ ] NAVD 1988  
- [ ] Other/Source: __________________________

### Section II – Floodproofed Elevation Certification

(By a Registered Professional Land Surveyor, Engineer, or Architect)

All elevations must be based on finished construction.

**Floodproofing Elevation Information:**

Building is floodproofed to an elevation of ______. ______ feet (In Puerto Rico only: ______. ______ meters).

- [ ] NGVD 1929  
- [ ] NAVD 1988  
- [ ] Other/Source: __________________________

(Elevation datum used must be the same as that used for the Base Flood Elevation.)

Height of floodproofing on the building above the lowest adjacent grade is ______ feet (In Puerto Rico only: ______ meters).

**For Unnumbered A Zones Only:**

Highest adjacent (finished) grade next to the building (HAG) ______. ______ feet (In Puerto Rico only: ______. ______ meters).

- [ ] NGVD 1929  
- [ ] NAVD 1988  
- [ ] Other/Source: __________________________

(Note: For insurance rating purposes, the building’s floodproofed design elevation must be at least 1 foot above the Base Flood Elevation to receive rating credit. If the building is floodproofed only to the Base Flood Elevation, then the building’s insurance rating will result in a higher premium. See the Instructions section for information on documentation that must accompany this certificate if being submitted for flood insurance rating purposes.)
**FLOODPROOFING CERTIFICATE FOR NON-RESIDENTIAL STRUCTURES**

Non-Residential Floodproofed Elevation Information Certification:

Section II 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 in Section II on this Certificate represents a true and accurate interpretation and determination by the undersigned using the available information and data. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

<table>
<thead>
<tr>
<th>CERTIFIER'S NAME</th>
<th>LICENSE NUMBER (or Affix Seal)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE</td>
<td>COMPANY NAME</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>CITY</td>
</tr>
<tr>
<td></td>
<td>STATE</td>
</tr>
<tr>
<td>SIGNATURE</td>
<td>DATE</td>
</tr>
</tbody>
</table>

**SECTION III – FLOODPROOVED CERTIFICATION (By a Registered Professional Engineer or Architect)**

Non-Residential Floodproofed Construction Certification:

I certify the structure, based upon development and/or review of the design, specifications, as-built drawings for construction and physical inspection, has been designed and constructed in accordance with the accepted standards of practice (ASCE 24-05, ASCE 24-14 or their equivalent) and any alterations also meet those standards and the following provisions.

The structure, together with attendant utilities and sanitary facilities is watertight to the floodproofed design elevation indicated above, is substantially impermeable to the passage of water, and shall perform in accordance with the 44 Code of Federal Regulations (44 CFR 60.3(c)(3)).

All structural components are capable of resisting hydrostatic and hydrodynamic flood forces, including the effects of buoyancy, and anticipated debris impact forces.

I certify that the information in Section III on this certificate represents a true and accurate determination by the undersigned using the available information and data. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

<table>
<thead>
<tr>
<th>CERTIFIER'S NAME</th>
<th>LICENSE NUMBER (or Affix Seal)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE</td>
<td>COMPANY NAME</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>CITY</td>
</tr>
<tr>
<td></td>
<td>STATE</td>
</tr>
<tr>
<td>SIGNATURE</td>
<td>DATE</td>
</tr>
</tbody>
</table>

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

FEMA Form 086-0-34 (12/19)
Appendix B: Forms

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
National Flood Insurance Program

FLOODPROOFING CERTIFICATE FOR NON-RESIDENTIAL STRUCTURES

Instructions for Completing the Floodproofing Certificate for Non-Residential Structures

To receive credit for floodproofing, a completed Floodproofing Certificate for Non-Residential Structures is required for non-residential and business buildings in the Regular Program communities, located in zones A1–A30, AE, AR, AR Dual, AO, AH, and A with BFE.

In order to ensure compliance and provide reasonable assurance that due diligence had been applied in designing and constructing floodproofing measures, the following information must be provided with the completed Floodproofing Certificate:

- Photographs of shields, gates, barriers, or components designed to provide floodproofing protection to the structure.
- Written certification that all portions of the structure below the BFE that will render it watertight or substantially impermeable to the passage of water and must perform in accordance with Title 44 Code of Federal Regulations (44 CFR 60.3 (c)(3)).

- A comprehensive Maintenance Plan for the entire structure to include but not limited to:
  - Exterior envelope of the structure
  - All penetrations to the exterior of the structure
  - All shields, gates, barriers, or components designed to provide floodproofing protection to the structure
  - All seals or gaskets for shields, gates, barriers, or components
  - Location of all shields, gates, barriers, and components as well as all associated hardware, and any materials or specialized tools necessary to seal the structure.
VII. NFIP Elevation Certificate and Instructions

The NFIP Elevation Certificate and Instructions, FEMA Form 086-0-33, is available at https://www.fema.gov/media-library/assets/documents/160?id=1383
Appendix B: Forms

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, 500 C Street SW, Washington, DC 20742, Paperwork Reduction Project (1650–0008). NOTE: Do not send your completed form to this address.

Privacy Act Statement
Authority: Title 44 CFR § 61.7 and 61.8.

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 uses published in DHS/ FEMA–003 – National Flood Insurance Program Files System or Records Notice 73 Fed. Reg. 77747 (December 19, 2008); OHS/ FEMA/NFIP/LOMA–1 – 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 based on fill (LOMR-F).

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, ARIA, ARIAe, ARIA1–A30, ARAH, and ARAlO. 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 the community’s floodplain management ordinance.

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. Separate certificates are 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 086–0–33 (12/19) 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>FCR 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></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
</table>

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

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

<table>
<thead>
<tr>
<th>A5. Latitude/Longitude: Lat. ___ Long. ___ Horizontal Datum: NAD 1927 NAD 1983</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>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</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>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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 A0, use Base Flood Depth)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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>
<tbody>
<tr>
<td>FIS Profile FIRM Community Determined Other/Source:__________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B11. Indicate elevation datum used for BFE in Item B9:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGVD 1929 NAVD 1988 Other/Source:____________________</td>
</tr>
</tbody>
</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>
<tbody>
<tr>
<td>Yes No Designation Date:____________________ CBRS OPA</td>
</tr>
</tbody>
</table>
# Appendix B: Forms

## Elevation Certificate

**ELEVATION CERTIFICATE**

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

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

### 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.


**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.

- [ ] Top of bottom floor (including basement, crawlspace, or enclosure floor)  
- [ ] Top of the next higher floor  
- [ ] Bottom of the lowest horizontal structural member (V Zones only)  
- [ ] Attached garage (top of slab)  
- [ ] Lowest elevation of machinery or equipment servicing the building  
- [ ] Lowest adjacent (finished) grade next to building (LAG)  
- [ ] Highest adjacent (finished) grade next to building (HAG)  
- [ ] Lowest adjacent grade at lowest elevation of deck or stairs, including structural support

**Check the measurement used.**

- [ ] feet  
- [ ] meters

### 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**  
**Ext.**

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 086-0-33 (12/19)  
Replaces all previous editions.  
Form Page 2 of 6
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. | Policy Number: |
| City | State | ZIP Code | Company NAIC 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–E5. If the Certificate is intended to support a LOMA or LOMR-F 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, crawlspace, or enclosure) is __________________________ feet meters above or below the HAG.
   b) Top of bottom floor (including basement, crawlspace, or enclosure) 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’s floodplain management ordinance?  Yes ☐ No ☐ Unknown. The local official must certify this information in Section F.

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.

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# Appendix B: Forms

## Elevation Certificate

**Expiry Date:** November 30, 2022

**OMB No. 1660-0008**

### 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>

### 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>G5. Date Permit Issued</th>
<th>G6. 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:
  - Height: ______ feet ______ meters Datum ______

- **G9.** BFE or (in Zone AO) depth of flooding at the building site:
  - Height: ______ feet ______ meters Datum ______

- **G10.** Community’s design flood elevation:
  - Height: ______ feet ______ meters Datum ______

**Local Official’s Name**  
**Title**

**Community Name**  
**Telephone**

**Signature**  
**Date**

**Comments (including type of equipment and location, per C2(6), if applicable)**

[ ] Check here if attachments.

---

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Replaces all previous editions.  
Form Page 4 of 6
### BUILDING PHOTOGRAPHS

**ELEVATION CERTIFICATE**  
See instructions for Item A8.

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

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

If using the Elevation Certificate to obtain NFIP flood insurance, affix at least 2 building photographs below according to the instructions for Item A8. 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.

#### Photo One
![Photo One]

**Photo One Caption**

#### Photo Two
![Photo Two]

**Photo Two Caption**

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Appendix B: Forms

BUILDING PHOTOGRAPHS

ELEVATION CERTIFICATE

Continuation Page

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

Policy Number:

Company NAIC Number

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 A6.

Photo Three

Photo Three Caption

Clear Photo Three

Photo Four

Photo Four Caption

Clear Photo Four

FEMA Form 086-0-33 (12/19) Replaces all previous editions.

Form Page 6 of 6
Appendix B: Forms

Instructions for Completing the Elevation Certificate

The Elevation Certificate is to be completed by a land surveyor, engineer, or architect who is authorized by law to certify elevation information when elevation information is required for Zones A1–A30, AE, AH, A (with BFE), VE, V1–V30, V (with BFE), AR, AR/A, AR/AE, AR/A1–A30, AR/AH, or AR/AO. Community officials who are authorized by law or ordinance to provide floodplain management information may also complete this form. For Zones AO and A (without BFE), a community official, a property owner, or an owner's representative may provide information on this certificate, unless the elevations are intended for use in supporting a request for a LOMA or LOMR-F. Certified elevations must be included if the purpose of completing the Elevation Certificate is to obtain a LOMA or LOMR-F.

The property owner, the owner's representative, or local official who is authorized by law to administer the community floodplain ordinance can complete Section A and Section B. The partially completed form can then be given to the land surveyor, engineer, or architect to complete Section C. The land surveyor, engineer, or architect should verify the information provided by the property owner or owner's representative to ensure that this certificate is complete.

In Puerto Rico only, elevations for building information and flood hazard information may be entered in meters.

SECTION A – PROPERTY INFORMATION

**Items A1–A4.** This section identifies the building, its location, and its owner. Enter the name(s) of the building owner(s), the building's complete street address, and the lot and block numbers. If the building's address is different from the owner's address, enter the address of the building being certified. If the address is a rural route or a Post Office box number, enter the lot and block numbers, the tax parcel number, the legal description, or an abbreviated location description based on distance and direction from a fixed point of reference. For the purposes of this certificate, "building" means both a building and a manufactured (mobile) home.

A map may be attached to this certificate to show the location of the building on the property. A tax map, FIRM, or detailed community map is appropriate. If no map is available, provide a sketch of the property location, and the location of the building on the property. Include appropriate landmarks such as nearby roads, intersections, and bodies of water. For building use, indicate whether the building is residential, non-residential, an addition to an existing residential or non-residential building, an accessory building (e.g., garage), or other type of structure. Use the Comments area of the appropriate section if needed, or attach additional comments.

**Item A5.** Provide latitude and longitude coordinates for the center of the front of the building. Use either decimal degrees (e.g., 39.5043°, -110.7585°) or degrees, minutes, seconds (e.g., 39° 30’ 15.5”, -110° 45’ 30.7”) format. If decimal degrees are used, provide coordinates to at least 5 decimal places or better. When using degrees, minutes, seconds, provide seconds to at least 1 decimal place or better. The latitude and longitude coordinates must be accurate within 66 feet. When the latitude and longitude are provided by a surveyor, check the "Yes" box in Section D and indicate the method used to determine the latitude and longitude in the Comments area of Section D. If the Elevation Certificate is being certified by other than a licensed surveyor, engineer, or architect, this information is not required. Provide the type of datum used to obtain the latitude and longitude. FEMA prefers the use of NAD 1983.

**Item A6.** If the Elevation Certificate is being used to obtain flood insurance through the NFIP, the certifier must provide at least 2 photographs showing the front and rear of the building taken within 90 days from the date of certification. The photographs must be taken with views confirming the building description and building number provided in Section A. To the extent possible, these photographs should show the entire building including foundation. If the building has split-level or multi-level areas, provide at least 2 additional photographs showing side views of the building. In addition, when applicable, provide a photograph of the foundation showing a representative example of the flood openings or vents. All photographs must be in color and measure at least 3” x 3”. Digital photographs are acceptable.

**Item A7.** Select the diagram on pages 7–9 that best represents the building. Then enter the diagram number and use the diagram to identify and determine the appropriate elevations requested in Items C2.a–h. If you are unsure of the correct diagram, select the diagram that most closely resembles the building being certified.

**Item A8.a.** Provide the square footage of the crawlspace or enclosure(s) below the lowest elevated floor of an elevated building with or without permanent flood openings. Take the measurement from the outside of the crawlspace or enclosure(s). Examples of elevated buildings constructed with crawlspace and enclosure(s) are shown in Diagrams 6–9.
Appendix B: Forms

Instructions for Completing the Elevation Certificate (continued)

on pages 8–9. Diagrams 2A, 2B, 4, and 9 should be used for a building constructed with a crawlspace floor that is below the exterior grade on all sides.

**Items A8.b–d.** Enter in Item A8.b the number of permanent flood openings in the crawlspace or enclosure(s) that are no higher than 1.0 foot above the higher of the exterior or interior grade or floor immediately below the opening. (A permanent flood opening is a flood vent or other opening that allows the free passage of water automatically in both directions without human intervention.) If the interior grade elevation is used, note this in the Comments area of Section D. Estimate the total net area of all such permanent flood openings in square inches, excluding any bars, louvers, or other covers of the permanent flood openings, and enter the total in Item A8.c. If the net area cannot be reasonably estimated, provide the size of the flood openings without consideration of any covers and indicate in the Comments area the type of cover that exists in the flood openings. Indicate in Item A8.d whether the flood openings are engineered. If applicable, attach a copy of the Individual Engineered Flood Openings Certification or an Evaluation Report issued by the International Code Council Evaluation Service (ICC ES), if you have it. If the crawlspace or enclosure(s) have no permanent flood openings, or if the openings are not within 1.0 foot above adjacent grade, enter “N/A” for not applicable in Items A8.b–c.

**Item A9.a.** Provide the square footage of the attached garage with or without permanent flood openings. Take the measurement from the outside of the garage.

**Items A9.b–d.** Enter in Item A9.b the number of permanent flood openings in the attached garage that are no higher than 1.0 foot above the higher of the exterior or interior grade or floor immediately below the opening. (A permanent flood opening is a flood vent or other opening that allows the free passage of water automatically in both directions without human intervention.) If the interior grade elevation is used, note this in the Comments area of Section D. This includes any openings that are in the garage door that are no higher than 1.0 foot above the adjacent grade. Estimate the total net area of all such permanent flood openings in square inches and enter the total in Item A9.c. If the net area cannot be reasonably estimated, provide the size of the flood openings without consideration of any covers and indicate in the Comments area the type of cover that exists in the flood openings. Indicate in Item A9.d whether the flood openings are engineered. If applicable, attach a copy of the Individual Engineered Flood Openings Certification or an Evaluation Report issued by the International Code Council Evaluation Service (ICC ES), if you have it. If the garage has no permanent flood openings, or if the openings are not within 1.0 foot above adjacent grade, enter “N/A” for not applicable in Items A9.b–c.

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

Complete the Elevation Certificate on the basis of the FIRM in effect at the time of the certification.

The information for Section B is obtained by reviewing the FIRM panel that includes the building’s location. Information about the current FIRM is available from the Federal Emergency Management Agency (FEMA) by calling 1-800-358-9616. If a Letter of Map Amendment (LOMA) or Letter of Map Revision (LOMR-F) has been issued by FEMA, please provide the letter date and case number in the Comments area of Section D or Section G, as appropriate.

For a building in an area that has been annexed by one community but is shown on another community’s FIRM, enter the community name and 6-digit number of the annexing community in Item B1, the name of the county or new county, if necessary, in Item B2, and the FIRM index date for the annexing community in Item B6. Enter information from the actual FIRM panel that shows the building location, even if it is the FIRM for the previous jurisdiction, in Items B4, B5, B7, B8, and B9.

If the map in effect at the time of the building’s construction was other than the current FIRM, and you have the past map information pertaining to the building, provide the information in the Comments area of Section D.

**Item B1. NFIP Community Name & Community Number.** Enter the complete name of the community in which the building is located and the associated 6-digit community number. For a newly incorporated community, use the name and 6-digit number of the new community. Under the NFIP, a “community” is any State or area or political subdivision thereof, or any Indian tribe or authorized native organization, that has authority to adopt and enforce floodplain management regulations for the areas within its jurisdiction. To determine the current community number, see the NFIP Community Status Book, available on FEMA’s web site at https://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-status-book, or call 1-800-358-9616.

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Appendix B: Forms

Instructions for Completing the Elevation Certificate (continued)

Item B2. County Name. Enter the name of the county or counties in which the community is located. For an unincorporated area of a county, enter "unincorporated area." For an independent city, enter "independent city."

Item B3. State. Enter the 2-letter state abbreviation (for example, VA, TX, CA).

Items B4–B5. Map/Panel Number and Suffix. Enter the 10-character "Map Number" or "Community Panel Number" shown on the FIRM where the building or manufactured (mobile) home is located. For maps in a county-wide format, the sixth character of the "Map Number" is the letter "C" followed by a 4-digit map number. For maps not in a county-wide format, enter the "Community Panel Number" shown on the FIRM.

Item B6. FIRM Index Date. Enter the effective date or the map revised date shown on the FIRM Index.

Item B7. FIRM Panel Effective/Revised Date. Enter the map effective date or the map revised date shown on the FIRM panel. This will be the latest of all dates shown on the map. The current FIRM panel effective date can be determined by calling 1-800-358-9616.

Item B8. Flood Zone(s). Enter the flood zone, or flood zones, in which the building is located. All flood zones containing the letter "A" or "V" are considered Special Flood Hazard Areas. The flood zones are A, AE, A1–A30, V, VE, V1–V30, AH, AO, AR, AR/A, AR/AE, AR/A1–A30, AR/AH, and AR/AO. Each flood zone is defined in the legend of the FIRM panel on which it appears.

Item B9. Base Flood Elevation(s). Using the appropriate Flood Insurance Study (FIS) Profile, Floodway Data Table, or FIRM panel, locate the property and enter the BFE (or base flood depth) of the building site. If the building is located in more than 1 flood zone in Item B8, list all appropriate BFEs in Item B9. BFEs are shown on a FIRM or FIS Profile for Zones A1–A30, AE, AH, V1–V30, VE, AR, AR/A, AR/AE, AR/A1–A30, AR/AH, and AR/AO; flood depth numbers are shown for Zone AO. Use the AR BFE if the building is located in any of Zones AR/A, AR/AE, AR/A1–A30, AR/AH, or AR/AO. In A or V zones where BFEs are not provided on the FIRM, BFEs may be available from another source. For example, the community may have established BFEs or obtained BFE data from other sources for the building site. For subdivisions and other developments of more than 50 lots or 5 acres, establishment of BFEs is required by the community's floodplain management ordinance. If a BFE is obtained from another source, enter the BFE in Item B9. In an A Zone where BFEs are not available, complete Section E and enter N/A for Section B, Item B9. Enter the BFE to the nearest tenth of a foot (nearest tenth of a meter, in Puerto Rico).

Item B10. Indicate the source of the BFE that you entered in Item B9. If the BFE is from a source other than FIS Profile, FIRM, or community, describe the source of the BFE.

Item B11. Indicate the elevation datum to which the elevations on the applicable FIRM are referenced as shown on the map legend. The vertical datum is shown in the Map Legend and/or the Notes to Users on the FIRM.

Item B12. Indicate whether the building is located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA). (OPAs are portions of coastal barriers that are owned by Federal, State, or local governments or by certain non-profit organizations and used primarily for natural resources protection.) Federal flood insurance is prohibited in designated CBRS areas or OPAs for buildings or manufactured (mobile) homes built or substantially improved after the date of the CBRS or OPA designation. For the first CBRS designations, that date is October 1, 1983. Information about CBRS areas and OPAs may be obtained on the FEMA web site at https://www.fema.gov/national-flood-insurance-program/coastal-barrier-resources-system.

SECTION C – BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

Complete Section C if the building is located in any of Zones A1–A30, AE, AH, A (with BFE), VE, V1–V30, V (with BFE), AR, AR/A, AR/AE, AR/A1–A30, AR/AH, or AR/AO, or if this certificate is being used to support a request for a LOMA or LOMR-F. If the building is located in Zone AO or Zone A (without BFE), complete Section E instead. To ensure that all required elevations are obtained, it may be necessary to enter the building (for instance, if the building has a basement or sunken living room, split-level construction, or machinery and equipment).

Surveyors may not be able to gain access to some crawlspaces to shoot the elevation of the crawlspace floor. If access to the crawlspace is limited or cannot be gained, follow one of these procedures.

- Use a yardstick or tape measure to measure the height from the floor of the crawlspace to the "next higher floor," and then subtract the crawlspace height from the elevation of the "next higher floor." If there is no access to the...
Instructions for Completing the Elevation Certificate (continued)

crawlspace, use the exterior grade next to the structure to measure the height of the crawlspace to the “next higher floor.”

- Contact the local floodplain administrator of the community in which the building is located. The community may have documentation of the elevation of the crawlspace floor as part of the permit issued for the building.

- If the property owner has documentation or knows the height of the crawlspace floor to the next higher floor, try to verify this by looking inside the crawlspace through any openings or vents.

In all 3 cases, use the Comments area of Section D to provide the elevation and a brief description of how the elevation was obtained.

**Item C1.** Indicate 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 2 choices, a post-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 C2.a–h. Use the Comments area of Section D to provide elevations obtained from the construction plans or drawings. Select “Finished Construction” only when all machinery and/or equipment such as furnaces, hot water heaters, heat pumps, air conditioners, and elevators and their associated equipment have been installed and the grading around the building is completed.

**Item C2.** A field survey is required for Items C2.a–h. Most control networks will assign a unique identifier for each benchmark. For example, the National Geodetic Survey uses the Permanent Identifier (PID). For the benchmark utilized, provide the PID or other unique identifier assigned by the maintainer of the benchmark. For GPS survey, indicate the benchmark used for the base station, the Continuously Operating Reference Stations (CORS) sites used for an On-line Positioning User Service (OPUS) solution (also attach the OPUS report), or the name of the Real Time Network used.

Also provide the vertical datum for the benchmark elevation. All elevations for the certificate, including the elevations for Items C2.a–h, must use the same datum on which the BFE is based. Show the conversion from the field survey datum used if it differs from the datum used for the BFE entered in Item B9 and indicate the conversion software used. Show the datum conversion, if applicable, in the Comments area of Section D.

For property experiencing ground subsidence, the most recent reference mark elevations must be used for determining building elevations. However, when subsidence is involved, the BFE should not be adjusted. Enter elevations in Items C2.a–h to the nearest tenth of a foot (nearest tenth of a meter, in Puerto Rico).

**Items C2.a–d.** Enter the building elevations (excluding the attached garage) indicated by the selected building diagram (Item A7) in Items C2.a–c. If there is an attached garage, enter the elevation for top of attached garage slab in Item C2.d. (Because elevation for top of attached garage slab is self-explanatory, attached garages are not illustrated in the diagrams.) If the building is located in a V zone on the FIRM, complete Item C2.c. If the flood zone cannot be determined, enter elevations for all of Items C2.a–h. For buildings in A zones, elevations a, b, d, and e should be measured at the top of the floor. For buildings in V zones, elevation c must be measured at the bottom of the lowest horizontal structural member of the floor (see drawing below). For buildings elevated on a crawlspace, Diagrams 8 and 9, enter the elevation

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Instructions for Completing the Elevation Certificate (continued)
of the top of the crawlspace floor in Item C2.a, whether or not the crawlspace has permanent flood openings (flood vents). If any item does not apply to the building, enter "N/A" for not applicable.

Item C2.e. Enter the lowest platform elevation of at least 1 of the following machinery and equipment items: elevators and their associated equipment, furnaces, hot water heaters, heat pumps, and air conditioners in an attached garage or enclosure or on an open utility platform that provides utility services for the building. Note that elevations for these specific machinery and equipment items are required in order to rate the building for flood insurance. Local floodplain management officials are required to ensure that all machinery and equipment servicing the building are protected from flooding. Thus, local officials may require that elevation information for all machinery and equipment, including ductwork, be documented on the Elevation Certificate. 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 the Comments area of Section D or Section G, as appropriate. If this item does not apply to the building, enter "N/A" for not applicable.

Items C2.f–g. Enter the elevation of the ground, sidewalk, or patio slab immediately next to the building. For Zone AO, use the natural grade elevation, if available. This measurement must be to the nearest tenth of a foot (nearest tenth of a meter, in Puerto Rico) if this certificate is being used to support a request for a LOMA or LOMR-F.

Item C2.h. Enter the lowest grade elevation at the deck support or stairs. For Zone AO, use the natural grade elevation, if available. This measurement must be to the nearest tenth of a foot (nearest tenth of a meter, in Puerto Rico) if this certificate is being used to support a request for a LOMA or LOMR-F.

SECTION D – SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

Complete as indicated. 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. Place your license number, your seal (as allowed by the State licensing board), your signature, and the date in the box in Section D. You are certifying that the information on this certificate represents your best efforts to interpret the data available and that you understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001. Use the Comments area of Section D to provide datum, elevation, openings, or other relevant information not specified elsewhere on the certificate.

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

Complete Section E if the building is located in Zone AO or Zone A (without BFE). Otherwise, complete Section C instead. Explain in the Section F Comments area if the measurement provided under Items E1–E4 is based on the "natural grade."

Items E1.a and b. Enter in Item E1.a the height to the nearest tenth of a foot (tenth of a meter in Puerto Rico) of the top of the bottom floor (as indicated in the applicable diagram) above or below the highest adjacent grade (HAG). Enter in Item E1.b the height to the nearest tenth of a foot (tenth of a meter in Puerto Rico) of the top of the bottom floor (as indicated in the applicable diagram) above or below the lowest adjacent grade (LAG). For buildings in Zone AO, the community's floodplain management ordinance requires the lowest floor of the building be elevated above the highest adjacent grade at least as high as the depth number on the FIRMs. Buildings in Zone A (without BFE) may qualify for a lower insurance rate if an engineered BFE is developed at the site.

Item E2. For Building Diagrams 6–9 with permanent flood openings (see pages 8–9), enter the height to the nearest tenth of a foot (tenth of a meter in Puerto Rico) of the next higher floor or elevated floor (as indicated in the applicable diagram) above or below the highest adjacent grade (HAG).

Item E3. Enter the height to the nearest tenth of a foot (tenth of a meter in Puerto Rico), in relation to the highest adjacent grade next to the building, for the top of attached garage slab. (Because elevation for top of attached garage slab is self-explanatory, attached garages are not illustrated in the diagrams.) If this item does not apply to the building, enter "N/A" for not applicable.

Item E4. Enter the height to the nearest tenth of a foot (tenth of a meter in Puerto Rico), in relation to the highest adjacent grade next to the building, of the platform elevation that supports the machinery and/or equipment servicing the building. Indicate machinery/equipment type in the Comments area of Section F. If this item does not apply to the building, enter "N/A" for not applicable.
Instructions for Completing the Elevation Certificate (continued)

Item E5. For those communities where this base flood depth is not available, the community will need to determine whether the top of the bottom floor is elevated in accordance with the community's floodplain management ordinance.

SECTION F – PROPERTY OWNER (OR OWNER’S REPRESENTATIVE) CERTIFICATION

Complete as indicated. This section is provided for certification of measurements taken by a property owner or property owner’s representative when responding to Sections A, B, and E. The address entered in this section must be the actual mailing address of the property owner or property owner’s representative who provided the information on the certificate.

SECTION G – COMMUNITY INFORMATION (OPTIONAL)

Complete as indicated. The community 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. Section C may be filled in by the local official as provided in the instructions below for item G1. If the authorized community official completes Sections C, E, or G, complete the appropriate item(s) and sign this section.

Check Item G1 if Section C is completed with elevation data 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 of the elevation data and the date obtained in the Comments area of Section G. If you are both a community official and a licensed land surveyor, engineer, or architect authorized by law to certify elevation information, and you performed the actual survey for a building in Zones A1–A30, AE, AH, A (with BFE), VE, V1–V30, V (with BFE), AR, AR/A, AR/A1–A30, AR/AE, AR/AH, or AR/AR, you must also complete Section D.

Check Item G2 if information is entered in Section E by the community for a building in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO.

Check Item G3 if the information in Items G4–G10 has been completed for community floodplain management purposes to document the as-built lowest floor elevation of the building. Section C of the Elevation Certificate records the elevation of various building components but does not determine the lowest floor of the building or whether the building, as constructed, complies with the community's floodplain management ordinance. This must be done by the community. Items G4–G10 provide a way to document these determinations.

Item G4. Permit Number. Enter the permit number or other identifier to key the Elevation Certificate to the permit issued for the building.

Item G5. Date Permit Issued. Enter the date the permit was issued for the building.

Item G6. Date Certificate of Compliance/Occupancy Issued. Enter the date that the Certificate of Compliance or Occupancy or similar written official documentation of as-built lowest floor elevation was issued by the community as evidence that all work authorized by the floodplain development permit has been completed in accordance with the community's floodplain management laws or ordinances.

Item G7. New Construction or Substantial Improvement. Check the applicable box. "Substantial Improvement" means any reconstruction, rehabilitation, addition, or other improvement of a building, the cost of which equals or exceeds 50 percent of the market value of the building before the start of construction of the improvement. The term includes buildings that have incurred substantial damage, regardless of the actual repair work performed.

Item G8. As-built lowest floor elevation. Enter the elevation of the lowest floor (including basement) when the construction of the building is completed and a final inspection has been made to confirm that the building is built in accordance with the permit, the approved plans, and the community's floodplain management laws or ordinances. Indicate the elevation datum used.

Item G9. BFE. Using the appropriate FIRM panel, FIS Profile, or other data source, locate the property and enter the BFE (or base flood depth) of the building site. Indicate the elevation datum used.

Item G10. Community's design flood elevation. Enter the elevation (including freeboard above the BFE) to which the community requires the lowest floor to be elevated. Indicate the elevation datum used.

Enter your name, title, and telephone number, and the name of the community. Sign and enter the date in the appropriate blanks.

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Building Diagrams

The following diagrams illustrate various types of buildings. Compare the features of the building being certified with the features shown in the diagrams and select the diagram most applicable. Enter the diagram number in Item A7, the square footage of crawlspace or enclosure(s) and the area of flood openings in square inches in Items A8.a–c, the square footage of attached garage and the area of flood openings in square inches in Items A9.a–c, and the elevations in Items C2.a–h.

In A zones, the floor elevation is taken at the top finished surface of the floor indicated; in V zones, the floor elevation is taken at the bottom of the lowest horizontal structural member (see drawing in instructions for Section C).

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**DIAGRAM 1A**

All slab-on-grade single- and multiple-floor buildings (other than split-level) and high-rise buildings, either detached or row type (e.g., townhouses); with or without attached garage.

Distinguishing Feature – The bottom floor is at or above ground level (grade) on at least 1 side.*

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**DIAGRAM 1B**

All raised-slab-on-grade or slab-on-stem-wall-with-fill single- and multiple-floor buildings (other than split-level), either detached or row type (e.g., townhouses); with or without attached garage.

Distinguishing Feature – The bottom floor is at or above ground level (grade) on at least 1 side.*

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**DIAGRAM 2A**

All single- and multiple-floor buildings with basement (other than split-level) and high-rise buildings with basement, either detached or row type (e.g., townhouses); with or without attached garage.

Distinguishing Feature – The bottom floor (basement or underground garage) is below ground level (grade) on all sides.*

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**DIAGRAM 2B**

All single- and multiple-floor buildings with basement (other than split-level) and high-rise buildings with basement, either detached or row type (e.g., townhouses); with or without attached garage.

Distinguishing Feature – The bottom floor (basement or underground garage) is below ground level (grade) on all sides, most of the height of the walls is below ground level on all sides, and the door and area of egress are also below ground level on all sides.*

* A floor that is below ground level (grade) on all sides is considered a basement even if the floor is used for living purposes, or as an office, garage, workshop, etc.
Appendix B: Forms

Building Diagrams

**Diagram 3**
All split-level buildings that are slab-on-grade, either detached or row type (e.g., townhouses); with or without attached garage.

**Distinguishing Feature** – The bottom floor (excluding garage) is at or above ground level (grade) on at least 1 side.

**Diagram 4**
All split-level buildings (other than slab-on-grade), either detached or row type (e.g., townhouses); with or without attached garage.

**Distinguishing Feature** – The bottom floor (basement or underground garage) is below ground level (grade) on all sides.

**Diagram 5**
All buildings elevated on piers, posts, piles, columns, or parallel shear walls. No obstructions below the elevated floor.

**Distinguishing Feature** – For all zones, the area below the elevated floor is open, with no obstruction to flow of floodwaters (open lattice work and/or insect screening is permissible).

**Diagram 6**
All buildings elevated on piers, posts, piles, columns, or parallel shear walls with full or partial enclosure below the elevated floor.

**Distinguishing Feature** – For all zones, the area below the elevated floor is enclosed, either partially or fully. In A Zones, the partial or fully enclosed area below the elevated floor is with or without openings** present in the walls of the enclosure. Indicate information about enclosure size and openings in Section A – Property Information.

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* A floor that is below ground level (grade) on all sides is considered a basement even if the floor is used for living purposes, or as an office, garage, workshop, etc.

** An “opening” is a permanent opening that allows for the free passage of water automatically in both directions without human intervention. Under the NFIP, a minimum of 2 openings is required for enclosures or crawlspaces. The openings shall provide a total net area of not less than 1 square inch for every square foot of area enclosed, excluding any bars, louver, or other covers of the opening. Alternatively, an individual Engineered Flood Openings Certification or an Evaluation Report issued by the International Code Council Evaluation Service (ICC ES) must be submitted to document that the design of the openings will allow for the automatic equalization of hydrostatic flood forces on exterior walls. A window, a door, or a garage door is not considered an opening; openings may be installed in doors. Openings shall be on at least 2 sides of the enclosed area. If a building has more than 1 enclosed area, each area must have openings to allow floodwater to directly enter. The bottom of the openings must be no higher than 1.0 foot above the higher of the exterior or interior grade or floor immediately below the opening. For more guidance on openings, see NFIP Technical Bulletin 1.

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Building Diagrams

DIAGRAM 7
All buildings elevated on full-story foundation walls with a partially or fully enclosed area below the elevated floor. This includes walkout levels, where at least 1 side is at or above grade. The principal use of this building is located in the elevated floors of the building.

Distinguishing Feature – For all zones, the area below the elevated floor is enclosed, either partially or fully. In A Zones, the partially or fully enclosed area below the elevated floor is with or without openings** present in the walls of the enclosure. Indicate information about enclosure size and openings in Section A – Property Information.

DIAGRAM 8
All buildings elevated on a crawlspace with the floor of the crawlspace at or above grade on at least 1 side, with or without an attached garage.

Distinguishing Feature – For all zones, the area below the first floor is enclosed by solid or partial perimeter walls. In all A zones, the crawlspace is with or without openings** present in the walls of the crawlspace. Indicate information about crawlspace size and openings in Section A – Property Information.

DIAGRAM 9
All buildings (other than split-level) elevated on a sub-grade crawlspace, with or without attached garage.

Distinguishing Feature – The bottom (crawlspace) floor is below ground level (grade) on all sides.* (If the distance from the crawlspace floor to the top of the next higher floor is more than 5 feet; or the crawlspace floor is more than 2 feet below the grade [LAG] on all sides, use Diagram 2A or 2B.)

* A floor that is below ground level (grade) on all sides is considered a basement even if the floor is used for living purposes, or as an office, garage, workshop, etc.

** An “opening” is a permanent opening that allows for the free passage of water automatically in both directions without human intervention. Under the NFIP, a minimum of 2 openings is required for enclosures or crawlspaces. The openings shall provide a total net area of not less than 1 square inch for every square foot of area enclosed, excluding any bars, louvers, or other covers of the opening. Alternatively, an individual Engineered Flood Openings Certification or an Evaluation Report issued by the International Code Council Evaluation Service (ICC ES) must be submitted to document that the design of the openings will allow for the automatic equalization of hydrostatic flood forces on exterior walls. A window, a door, or a garage door is not considered an opening; openings may be installed in doors. Openings shall be on at least 2 sides of the enclosed area. If a building has more than 1 enclosed area, each area must have openings to allow floodwater to directly enter. The bottom of the openings must be no higher than 1.0 foot above the higher of the exterior or interior grade or floor immediately below the opening. For more guidance on openings, see NFIP Technical Bulletin 1.

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