



# ROANOKE COUNTY

## DEVELOPMENT SERVICES

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## Elevation Certificate Management Procedures and Floodplain Requirements

Development Services, Office of Building Safety is responsible for the administration of building permits within Roanoke County including permitting, inspection, and review of construction drawings, along with the creation of and maintenance of building permit files and administrative documents (ordinances, building guides, applications, forms, outreach materials, etc.) related to building and development. Building inspections and permit/plan reviews are conducted by Development Services, Office of Building Safety as well as issuance of building permits.

The purpose of this document is to explain management procedures for review of Elevation Certificates and other required floodplain-related construction certificates including, but not limited to, Floodproofing Certificates, and Engineered Flood Opening Certificates. These procedures outline the types of certificates required, the receipt and review of certificates, how corrections should be made, where the certificates are stored/archived, and how we make these certificates available to the public.

### (a) TYPES OF CERTIFICATES REQUIRED

When any new construction, substantial improvement or repair for a substantially damaged building is conducted in the Special Flood Hazard Area (SFHA), Development Services (**Office of Building Safety**) shall require an **Elevation Certificate** and any other floodplain-related certificate that is appropriate (**Floodproofing Certificate for Non-Residential Structures, and certification of engineered flood openings**) for the development.

The applicant shall submit an Elevation Certificate marked "construction drawings" with the building permit application. This initial Elevation Certificate shall be used to determine if the proposed design is in compliance with the County of Roanoke's zoning ordinance, **NFIP development standards and building code requirements**. After the foundation is built and the elevation of the lowest floor is determined, a second Elevation Certificate shall be submitted that is marked "building under construction." This will document the elevation of surrounding grades and the lowest floor to ensure they comply with the approved plans before further construction is allowed. Once construction on the building is finished and all adjacent grading is finalized, a complete and correct "finished-construction" Elevation Certificate must be submitted by the applicant to show the "as-built" characteristics of the building. The "finished-

construction” Elevation Certificate must be received, reviewed, and corrected (if necessary) before a **(certificate of occupancy or final approval of the permit)** is issued. At this point, all other required certificates must also be submitted and reviewed. If a Floodproofing Certificate for Non-Residential Structures is required for a floodproofed non-residential building, an Elevation Certificate is not required for purposes of the National Flood Insurance Program (NFIP); however, an Elevation Certificate is required to verify compliance with our **Floodplain Ordinance (Section 30-74, Floodplain Overlay and NFIP development standards)**. A complete and correct Floodproofing Certificate is required to be submitted to the **(Office of Building Safety)** once construction is finished on the building but before issuing a certificate of occupancy.

When engineered flood openings are installed in the foundation of a building, and the Elevation Certificate indicates that they were installed (Sections A8d and A9d on the Elevation Certificate), an engineered opening certification is required to be submitted with the Elevation Certificate to verify compliance and for flood insurance rate purposes. The applicant submits either the International Code Council® Evaluation Service (ICC-ES) form for the engineered opening or an individual certification. Individual certifications must cover the following, at a minimum:

1. An identification of the building address that has the engineered openings installed;
2. The design professional’s name, title, address, type of license. The state of Virginia issuing the license, signature, and seal;
3. A statement certifying the design of the openings will automatically equalize hydrostatic flood loads on exterior walls by allowing for the automatic entry and exit of floodwaters; and
4. A description of the range of flood characteristics tested or computed for which the certification is valid, such as rates of rise and fall of floodwaters.

All finished-construction Elevation Certificates shall be submitted initially to the **(Office of Building Safety)** for tracking and initial review. The **(Building Permit Technician)** logs the Elevation Certificate in our tracking system, it is then forwarded to **Butch Workman, our Floodplain Administrator**, who will review all supporting documentation for compliance. The Elevation Certificate and supporting documentation, along with all other required certificates are reviewed to ensure all applicable building and development ordinances and standards are met. The **certificate of occupancy or final permit approval** will not be issued until the Elevation Certificate and supporting documentation are accepted by the Floodplain Administrator.

#### **(b) HOW CERTIFICATES ARE CORRECTED**

The **Floodplain Administrator** will consult the CRS’s Elevation Certificate Checklist [https://crsresources.org/files/300/2019\\_ec\\_checklist.pdf](https://crsresources.org/files/300/2019_ec_checklist.pdf) when reviewing an Elevation Certificate to ensure all required fields are completed correctly. When an error is discovered on an Elevation Certificate, correction is administered accordingly:

- (1) For any inaccurate or incomplete information in Section C2, the **(Floodplain Administrator)** will request a new certificate from the applicant or his/her representative (surveyor/engineer/) who certified the form.
  
- (2) If incomplete or inaccurate information is found in the other sections, the **(Floodplain Administrator)** can do the following. As a general rule, the Floodplain Administrator will not mark up a signed and sealed form.
  - a) The forms may be returned to the applicant (or representative) with instructions on what needs to be changed or corrected; or
  - b) A separate memo with the correct information and attach a “memo of correction.” with the elevation certificate; or
  - c) Note the changes or corrections in Section G.

Any finished-construction Elevation Certificates with errors will be returned to the applicant within **(10 business days)** for correction. In no case will we accept a finished-construction Elevation Certificate until all corrections deemed appropriate by the **Floodplain Administrator** are addressed. In no cases shall a **certificate of occupancy or final approval** for a permit be granted until the **Floodplain Administrator**, has accepted the Elevation Certificate and supporting documentation. If corrections are completed after the Certificate of Occupancy final approval, the **Floodplain Administrator** will ensure that the current homeowner receives a copy of the corrected Elevation Certificate in case the correction(s) would affect the building’s insurance rating.

**(c) and (d) HOW AND WHERE THE CERTIFICATES ARE MAINTAINED**

All Elevation Certificates and all required construction certificates, as well as all other permit application documentation, will be stored **in the address file in the Office of Building Safety**. They will be scanned at the usual time building files are scanned for storage/archival. Copies of the finished-construction Elevation Certificates, along with the other required construction certificates (if applicable), will also be placed in a separate folder containing all Elevation Certificate information for CRS purposes, labeled “Activity 310,” organized by CRS recertification date.

**(e) HOW CERTIFICATES ARE MADE AVAILABLE TO INQUIRERS**

When a member of the public requests a copy of an Elevation Certificate, the request shall be initiated with the Floodplain Administrator. The Floodplain Administrator will act on the request, but in no case longer than 3 business days to make a copy of the requested information and make the documentation available to the inquirer. **There is no financial charge for this service.**