

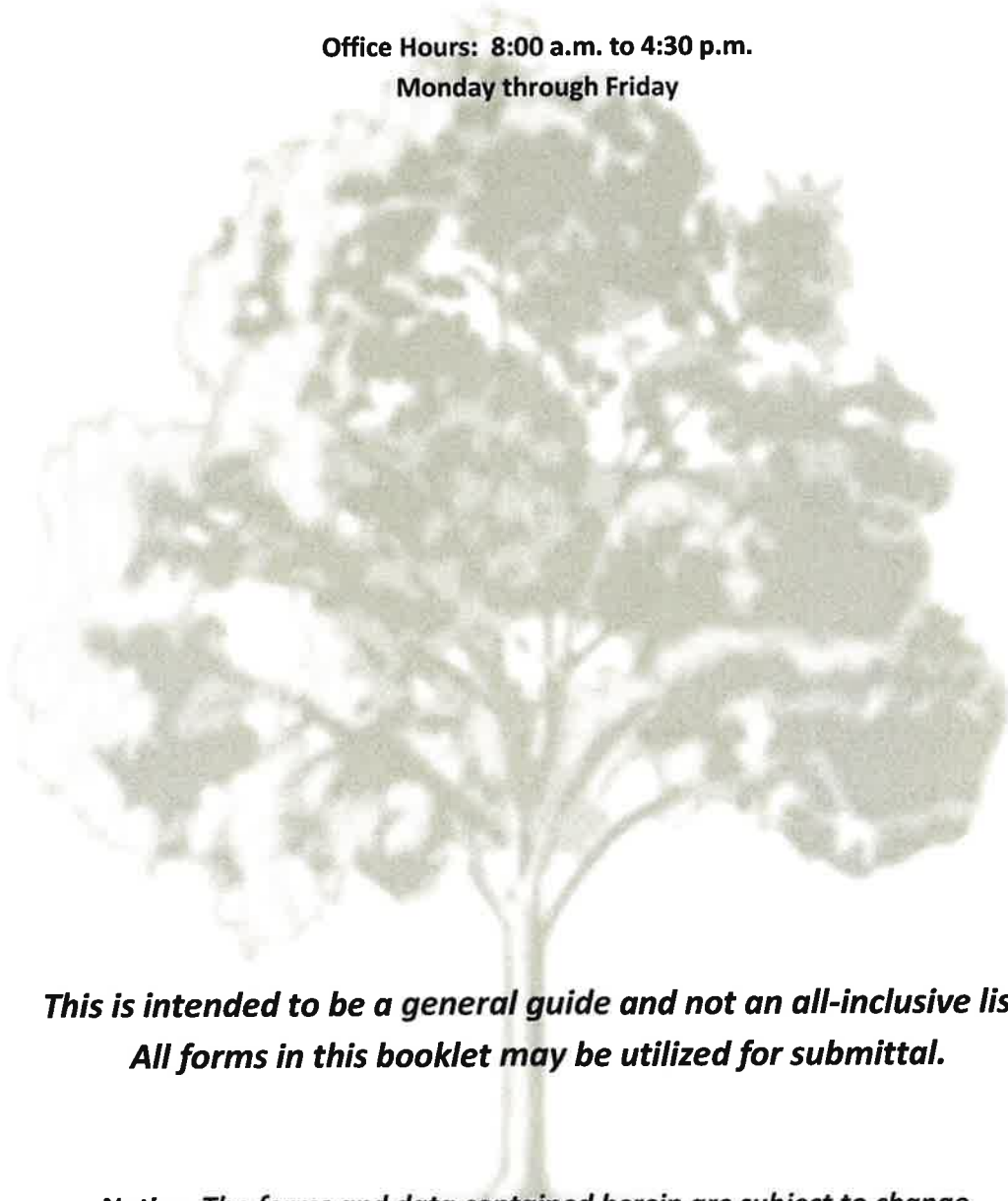


City of Central Municipal Services  
6703 Sullivan Road  
Central, LA 70739  
Phone: 225-262-5000 Fax: 225-262-5001

## MANUFACTURED/MOBILE HOME GUIDE

Updated: JUNE 2022

Office Hours: 8:00 a.m. to 4:30 p.m.  
Monday through Friday



***This is intended to be a general guide and not an all-inclusive list.  
All forms in this booklet may be utilized for submittal.***

**Notice: The forms and data contained herein are subject to change.  
The most current applications and information may be obtained either at our office  
or from the website: [centralgov.com/permits](http://centralgov.com/permits).**

## **Index**

- Application submittal to-do list
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## APPLICATION SUBMITTAL TO-DO LIST

1. Contact EBR DHH Sewer Permit Dept. @ (225) 242-4870 for Sewerage Permit.
  2. Complete **Application for Manufactured Home Installation Permit form**.
  3. **Verify roof pitch where required, per ordinance NO. 2022-21**
  4. Complete **Section A** of the **Proposed Elevation Certificate form**, if you are located in a flood zone. Please check with our *Floodplain Administrator* to confirm your flood zone.
  5. Obtain/Prepare a **plot plan** of the property *showing all setbacks, servitudes, existing and proposed structures, and property lines*.
  6. Submit all approvals, sewer permits, applications, and fees to the Central Permit Department for review to obtain your **Manufactured Home permit**.
- 

## FEES

Payment is by Cash, Check, Credit Card (convenience fees apply) or Money Order payable to "City of Central"  
All Fees due at time of Application.

1. Installation of new home or building: \$100.00
  2. Replacement of existing home or building: \$30.00
  3. Flood Zone Fee: \$30.00
  4. Used as temporary storage or as an accessory structure: \$100.00
- 

## FLOODPLAIN REGULATIONS

Manufactured home installations must be built such that the finish floor elevation is a minimum of one foot above the base flood elevation as established by FEMA. **Final Inspection will not be scheduled or performed until a completed final elevation certificate (with pictures) has been submitted and approved by this office.**

## GENERAL REGULATIONS

### Individual Mobile Homes

1. Individual mobile homes, used for construction or sales or leasing offices or for similar purposes, but not for residential use, may be located as an accessory use in any district for such time as active construction is continuing or initial sales or initial leasing at the development (to which the mobile home is accessory) is ongoing.
2. A single mobile home may be permanently used for office purposes for mobile home parks and mobile home sales facilities as part of a conditional use for a mobile home park or mobile home sales facility.
3. A single mobile home used for residential purposes is permitted in the Rural/Agriculture District provided it meets all requirements of said district and further complies with the following minimum requirements:
  1. Lot Area: One acre, notwithstanding the minimum lot size/minimum area requirement in section 12.3.
  2. Lot width: 250 feet of frontage on a public maintained roadway.
  3. Front yard setback: 100 feet. On through lots, the required front yard shall be provided on both streets.
  4. Side yard setback: 25 feet. On corner lots the side yard on the side of the lot abutting the side street shall be not less than 100 feet. Further, said mobile home shall be located at least 50 feet from adjacent residences.
  5. Rear yard: Not less than 25 feet of The property has an approved sanitary sewer treatment system to which a manufactured home may be connected.
  6. Lot Area: One acre, notwithstanding the minimum lot size/minimum area requirement in Section 12.3 of the Comprehensive Zoning Code. (Updated July 13, 2018)
4. A single mobile home used for residential purposes may be permitted in the R-1, R-2, and R-3 Districts in the event that a residence is destroyed by storm, fire or other act of God for such period of time required to construct a new residence. Said mobile home shall not be installed until a building permit for the new residence is obtained and shall only be permitted so long as construction on the new residence is actively pursued.

A manufactured home in conjunction with an existing residence may be permitted as an accessory dwelling unit (ADU) with the following conditions:

1. Only one ADU may be permitted on any lot.
2. A mobile home is not permitted as an ADU in a recognized subdivision within the R-1 Zoning District.
3. ADUs shall only be permitted in rear yards.
4. ADUs shall not be considered permitted obstructions in a required yard and shall therefore comply with all bulk requirements, including, but not limited to, setbacks and lot coverage limitations. For purposes of rear yard lot coverage limitations only, an unattached ADU shall be considered an accessory building.
5. No ADU may be greater than 1,000 square feet.

Section 15.2D of the Zoning Code states: Notwithstanding the provisions in Section 15.2C of this chapter, a nonconforming mobile home may be replaced or upgraded with another nonconforming mobile home, provided

that such replacement or upgraded mobile home is made to conform to all regulations of the district in which it is located, including but not limited to all setback, height, and lot coverage limitations. (November 24, 2014).

### **Dust Free Paving**

All parking spaces, aisles, and connecting driveways shall be surfaced with permanent dust free paving.

Paving waivers for residential uses in the Rural Zoning District may be granted by the Building Official provided the proposed home meets the following requirements:

- a. It is located on an individual tract or lot of more than one acre;
- b. Shell or gravel drives are prevalent in the area;
- c. The first 30 feet of a driveway is paved; and
- d. Subdivision deed restrictions permit an unpaved driveway.

If the owner cannot comply with these conditions, then he shall apply to the Planning Commission and Council for a paving waiver.

***Guidelines for Granting Paving Waivers:*** Paving waivers shall not be granted for residential or commercial structures within the City of Central or within recognized subdivisions or for any commercial uses in the rural zoned area unless the waiver is being requested to save a tree(s) that is deemed important by a licensed landscape architect.

Note: No temporary utilities or temporary occupancies will be granted until these requirements have been completed.

# **SITE PREPARATION FOR A NEW MANUFACTURED HOME**

## **\*\*PERMIT AND INSPECTION\*\***

**(MUST be completed PRIOR to City of Central Inspection)**

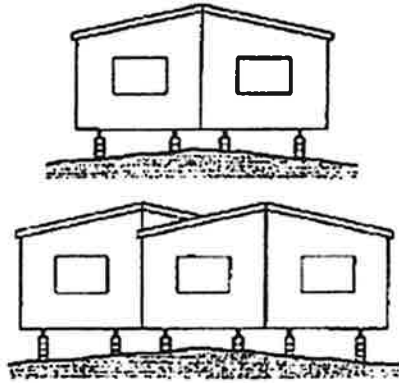
LA Manufactured Housing Commission (225)362-5500 or 1-800-256-5452

In October 2008, the Federal Department of Housing and Urban Development released the Model Manufactured Home Installation Standards (Part 3285). These standards establish the ways new manufactured homes must be installed. The following is taken from the section on site preparation: § 3285.203 Site Drainage.

1. Purpose. Drainage must be provided to direct surface water away from the home to protect against erosion of foundation supports and to prevent water build-up under the home, as shown in Figure to § 3285.203.
2. The home site must be graded as shown in Figure to § 3285.203, or other methods, such as a drain tile and automatic sump pump system, must be provided to remove any water that may collect under the home. Existing mobile home parks are exempt from this requirement.
3. All drainage must be diverted away from the home and must slope a minimum of one-half inch per foot away from the foundation for the first ten feet. Where property lines, walls, slopes, or other physical conditions prohibit this slope, the site must be provided with drains or swales or otherwise graded to drain water away from the structure, as shown in Figure to § 3285.203. Existing mobile home parks are exempt from this requirement.
4. Sloped site considerations. The home, where sited, must be protected from surface runoff from the surrounding area.
5. Refer to § 3285.902 regarding the use of drainage structures to drain surface runoff.
6. Gutters and downspouts. Manufacturers must specify in their installation instructions whether the home is suitable for the installation of gutters and downspouts. If suitable, the installation instructions must indicate that when gutters and downspouts are installed, the runoff must be directed away from the home.

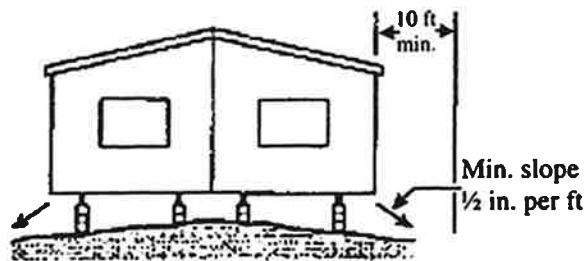
These standards must be adhered to for the site preparation of a new manufactured home. Attached you will find the diagram (Figure §3285.203) showing the grading and drainage of the home. The complete Model Manufactured Housing Installation Standards (Part 3285) can be found at <http://lasfm.org> under codes, rules, and law in the Manufactured Housing Section of the website. If you have any questions, please contact the office at 225-362-5500.

**Figure to § 3285.203 - Grading and drainage.**

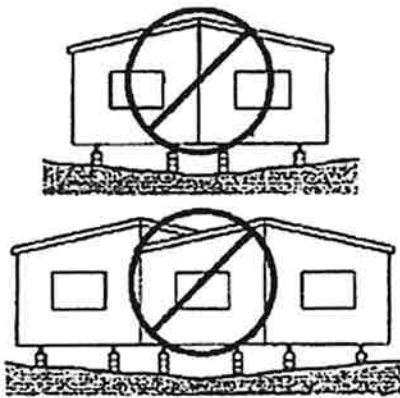


**\*\*\*Existing Mobile Home Parks are exempt from these requirements.\*\*\***

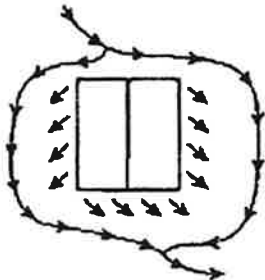
**Crown and grade site to slope away from the home**



Home sites must be prepared so that there will be no depressions in which surface water may accumulate beneath the home. The area of the site covered by the manufactured home must be graded, sloped, or designed to provide drainage from beneath the home or to the property line.



**Do not grade site or set the home so that water collects beneath the home.**



**Natural drainage must be diverted around and away from the home.**

## **SITE PREPARATION FOR A USED MANUFACTURED HOME**

**\*\*PERMIT AND INSPECTION \*\***

**(MUST be completed PRIOR to City of Central Inspection)**

LA Manufactured Housing Commission (225)362-5500 or 1-800-256-5452

Used manufactured homes are to be installed to the Louisiana State Installation Law (R.S.51:912). The following is taken from the section on site preparation:

### § 912.22. Installation standards for manufactured homes

(4) As to site preparation, the under-home grade, or ground, shall be cleaned of all vegetation and organic material, such as stumps, roots, etc., except grass not exceeding three inches in height. The area beneath and around the home shall be crowned, sloped or properly drained so that water will not flow or accumulate under the home. All grass and organic material shall be removed, and the pier foundation placed on stable soil or compacted fill. When the soil compaction or soil-bearing capacity is not known, the local building authority in the locale may be consulted or a reading using a pocket penetrometer may be obtained. The bottom of the footer or footers shall be placed on stable soil. The pier foundation shall be a minimum of three and one-half inches by sixteen inches by sixteen inches solid concrete pad or equivalent, precast or poured in place, or approved material by the regulatory agency. The regulatory agency, or its duly authorized representatives, shall cause products to be analyzed or tested to require that the pier foundation products have a deflection of not more than three- eighths inch under design load. Such testing may be conducted by an independent third party qualified and approved by the agency. Previous testing data submitted in other jurisdictions may be considered by the agency. Where the manufacturer's specifications have additional requirements other than the above, the more stringent shall apply. The landowner shall be responsible for proper site preparation in accordance with this Paragraph.

*Revised August 15, 2010*

These standards must be adhered to for the site preparation of a used manufactured home. The complete Installation Law (R.S.51:912) can be found at <http://lasfm.org> under codes, rules, and law in the Manufactured Housing Section of the website. If you have any questions, please contact the office at 225-362-5500.



## MANUFACTURED HOME INSPECTION GUIDELINES

### **\*\*\*Important Information: PLEASE READ\*\*\***

1. Contact LA Manufactured Housing Commission @ (225)362-5500 for inspection and approval sticker, when delivered to site.
2. Manufactured Home metal frame shall be grounded from subpanel to metal building frame. Minimum #6 wire with ½" X 8 ground rod and separated a minimum distance of 10' from the meter service ground.
3. Manufactured Home must be anchored down per Manufactured Home installations or the State of Louisiana requirements.
4. Air condensing unit and Modad pump must be set up at floor elevation, level and ready for power. Readily accessible disconnect switch with proper clearances is required.
5. Municipals address numbers must be 4" numbers on contrasting background and visible from the road. Lot numbers in a park must be on the Manufactured Home.
6. HUD code Manufactured Homes will no longer be required to have Trailer Traps to be installed outside the home in order to comply with Louisiana Plumbing code. See revised statute below.
  - **LA RS 40:1730.40.2. Plumbing provisions; manufactured housing**  
Notwithstanding any provision to the contrary, all manufactured homes that are built to federal construction standards shall only be subject to the plumbing provisions in federal law. Manufactured homes shall not be subject to state plumbing regulations, regardless if the manufactured home is connected to a public or private sewer system; however, such connection shall be completed and maintained by a Louisiana licensed plumber.
7. All insulations under the Manufactured Home must be intact. Repair any holes in fabric supporting insulation. Loose, hanging, insulation is a fire hazard and not acceptable. Holes reduce effectiveness of insulation and can allow mold to grow.
8. All exterior wiring must be in conduit or removed, including wiring for transporting lights. Four (4) wires are required from exterior panel to interior panel.
9. All electrical equipment, such as panels, outlets, etc., must be in good condition, free of rust and damage, with no holes.
10. Skirting must be installed **before** the inspection is completed. Leave off one panel from each end (front and rear) to facilitate inspection of the ground rods and sewer tie-in. (Except those located in an established mobile home park.) If skirting is already installed, please remove the panels as stated.
11. Inspection and approval must be completed by the *LA Manufactured Housing Commission* ***PRIOR*** to the City of Central inspection. **Approval Sticker MUST be placed on the structure before a meter release is granted and provided at time of requesting inspections.** LA Manufactured Housing Commission (225)362-5500 or 1-800-256-5452.
12. One (1) COMBINATION inspection is made on a Manufactured Home. **ALL WORK MUST BE COMPLETED PRIOR TO INSPECTION.** Call (225) 262-5000 to schedule. **The following will be inspected: Electrical service, plumbing tie-in, HVAC connection, skirting, and driveway apron (if new driveway).**
13. **Final Inspection will not be scheduled or performed until a completed FEMA final elevation certificate (with pictures) has been submitted and approved by this office.**



**Central Municipal Services  
City Services**

6703 Sullivan Road  
Central, Louisiana 70739  
P: 225.262.5000 ~ F: 225.262.5001

**Application for Manufactured or Mobile Home Installation**

*All connections and new equipment shall conform to the Codes adopted by the Louisiana State Uniform Construction Counsel. Current adopted codes are the 2015 International Residential Code, 2015 Mechanical Code, 2014 National Electrical Code, and the 2015 International Plumbing Code. Other provisions may apply.*

**PLEASE TYPE OR PRINT**

**PERMIT FEE: \$100.00**

**Date:** \_\_\_\_\_

**Permit Number:** \_\_\_\_\_

Address of Proposed Installation or Park: \_\_\_\_\_

Tract Name or Park Name: \_\_\_\_\_ Lot #: \_\_\_\_\_

| APPLICANT NAME:  | CHECK APPLICABLE BOX                                   |  |
|--|--|--|
| APPLICANT PHONE #:   | <input type="checkbox"/>                               | <b>Install New MH in Park</b>                              |
| PROPERTY OWNER:  | <input type="checkbox"/>                               | <b>Install Used MH in Park</b>                             |
|  | <input type="checkbox"/>                               | <b>Install New on Private Lot</b>                          |
| MANUFACTURED HOME INSTALLER and <u>***INSTALLERS LICENSE #:</u>  | <input type="checkbox"/>                               | <b>Install Used on Private Lot</b>                         |
|  | <input type="checkbox"/>                               | <b>Replacement within 6 months of active service</b>       |
| INSTALLER'S CONTACT INFO (Business Address & Phone)  |  |  |
| Year MH Manufactured: _____ Model: _____   | <b>Variance Number:</b> _____                          |  |
| MH Manufacturer and Serial Number: _____   | <input type="checkbox"/>                               | <b>Single Wide</b><br>Length: _____ ft. / Width: _____ ft. |
| <input type="checkbox"/> <b>MOBILE HOME</b> <input type="checkbox"/> <b>MANUFACTURED HOME</b>                          | <input type="checkbox"/>                               | <b>DOUBLE Wide</b><br>Length: _____ ft. / Width: _____ ft. |
|  | Wind Zone: _____                                       | Lot Dimensions: L _____ / W _____                          |
| <input type="checkbox"/> Connecting to Sewer   | <input type="checkbox"/> New Private Sanitation System | <input type="checkbox"/> Existing Private System           |
| Installation Per: <input type="checkbox"/> Manufacturer's Manual <b>OR</b> <input type="checkbox"/> State of Louisiana |  |  |
| <b>POWER COMPANY:</b> <input type="checkbox"/> Entergy <input type="checkbox"/> Demco                                  | HUD # _____  |  |

I certify that I, \_\_\_\_\_, the responsible party for this permit, have knowledge of the applicable building codes and that I am required to comply with all applicable codes and required inspections. I understand that failure to comply with the codes and inspections can result in fines, stop work orders and possibly condemnation.

\_\_\_\_\_  
(Signature of Responsible Party)

**\*\*\* Separate Mechanical\*, Electrical & Plumbing permits must be pulled, at no cost, by City of Central licensed contractors prior to work starting.**

**\*\*A completed Final Elevation Certificate (with pictures) must be approved by this office BEFORE a Final Inspection is scheduled\*\***

Fee: \$30.00 (paid with permit) Permit #: \_\_\_\_\_

CITY OF CENTRAL  
PROPOSED ELEVATION CERTIFICATE

PROPERTY INFORMATION

Owner: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Lot/Tract # \_\_\_\_\_  
Subdivision/Tract Name \_\_\_\_\_ Filing: \_\_\_\_\_  
City: **City of Central** State **Louisiana** Zip Code \_\_\_\_\_

FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

Community #: **220060** Panel #: \_\_\_\_\_ Suffix: \_\_\_\_\_  
Effective Date of FIRM: \_\_\_\_\_  
Base Flood Elevation: \_\_\_\_\_ FIRM Zone: \_\_\_\_\_  
Lowest Ground Elevation: \_\_\_\_\_ Highest Ground Elevation: \_\_\_\_\_  
Elevation Datum Used: NAVD 88 Other: \_\_\_\_\_  
Description of Proposed Construction: \_\_\_\_\_ \*  
Benchmark: \_\_\_\_\_ How Marked At Site: \_\_\_\_\_

**\*Manufactured homes are to be elevated so that the bottom of the longitudinal structural I-beam of the manufactured home is elevated to the controlling elevation below. The minimum lowest elevation for all structures shall be determined by using the highest elevation of the following: \*(Indicate controlling elevation below)**

|   |     |             |          |
|---|-----|-------------|----------|
| 1. <u>Firm Zones (A-AE)</u><br><u>Base flood elevation</u>                        | ft. | + 1.0 ft. = | ft. NAVD |
| 2. <u>Firm Zones (X)</u><br><u>Adjacent Firm Zone (A-AE)</u>                      | ft. | + 1.0 ft. = | ft. NAVD |
| 3. <u>Max. recorded inundation</u><br><u>Elevation (not a controlling factor)</u> | ft. | + 1.0 ft. = | ft. NAVD |
| 4. <u>Sanitary Sewer Manhole</u><br><u>Top of nearest controlling SSMH</u>        | ft. | + 1.0 ft. = | ft. NAVD |
| 5. <u>Street Centerline Elevation</u>   | ft. | + 1.0 ft. = | ft. NAVD |

The attached garage must meet the minimum lowest floor requirement, or meet the requirements for Enclosures as set forth in La. Floodplain Management Manual, Section 11.3.1 through 11.3.4. Anything with more than 2 exterior walls is considered an enclosed structure.

I hereby certify that the required lowest finished floor elevation (or lowest I-beam) of the proposed structure at the property location is \_\_\_\_\_ feet NAVD 88 and is located in FIRM ZONE \_\_\_\_\_."

\_\_\_\_\_  
Professional Land Surveyor, Professional Engineer, or  
Registered Architect  
E-mail: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Reviewed and Accepted by: \_\_\_\_\_  
Date Accepted: \_\_\_\_\_

# 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   |                  |                           |  |                         | FOR INSURANCE COMPANY USE   |                 |
|--|------------------|---------------------------|--|-------------------------|---|-----------------|
| A1. Building Owner's Name _____  |                  |                           |  |                         | Policy Number: _____  |                 |
| A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. _____  |                  |                           |  |                         | Company NAIC Number: _____  |                 |
| City _____   |                  |                           | State _____                                  |                         | ZIP Code _____  |                 |
| A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.) _____   |                  |                           |  |                         |   |                 |
| A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.) _____   |                  |                           |  |                         |   |                 |
| A5. Latitude/Longitude: Lat. _____ Long. _____ Horizontal Datum: <input type="checkbox"/> NAD 1927 <input type="checkbox"/> NAD 1983   |                  |                           |  |                         |   |                 |
| A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.  |                  |                           |  |                         |   |                 |
| A7. Building Diagram Number _____  |                  |                           |  |                         |   |                 |
| A8. For a building with a crawlspace or enclosure(s):  |                  |                           |  |                         |   |                 |
| a) Square footage of crawlspace or enclosure(s) _____ sq ft  |                  |                           |  |                         |   |                 |
| b) Number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade _____   |                  |                           |  |                         |   |                 |
| c) Total net area of flood openings in A8.b _____ sq in  |                  |                           |  |                         |   |                 |
| d) Engineered flood openings? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                  |                           |  |                         |   |                 |
| A9. For a building with an attached garage:  |                  |                           |  |                         |   |                 |
| a) Square footage of attached garage _____ sq ft   |                  |                           |  |                         |   |                 |
| b) Number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade _____  |                  |                           |  |                         |   |                 |
| c) Total net area of flood openings in A9.b _____ sq in  |                  |                           |  |                         |   |                 |
| d) Engineered flood openings? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                  |                           |  |                         |   |                 |
| SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION  |                  |                           |  |                         |   |                 |
| B1. NFIP Community Name & Community Number _____   |                  |                           |  | B2. County Name _____   |   | B3. State _____ |
| B4. Map/Panel Number _____   | B5. Suffix _____ | B6. FIRM Index Date _____ | B7. FIRM Panel Effective/ Revised Date _____ | B8. Flood Zone(s) _____ | B9. Base Flood Elevation(s) (Zone AO, use Base Flood Depth) _____ |                 |
| B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9:<br><input type="checkbox"/> FIS Profile <input type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input type="checkbox"/> Other/Source: _____ |                  |                           |  |                         |   |                 |
| B11. Indicate elevation datum used for BFE in Item B9: <input type="checkbox"/> NGVD 1929 <input type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other/Source: _____  |                  |                           |  |                         |   |                 |
| B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Designation Date: _____ <input type="checkbox"/> CBRS <input type="checkbox"/> OPA         |                  |                           |  |                         |   |                 |

# ELEVATION CERTIFICATE

|   |       |          |                                  |  |
|---|-------|----------|----------------------------------|--|
| <b>IMPORTANT: In these spaces, copy the corresponding information from Section A.</b>             |       |          | <b>FOR INSURANCE COMPANY USE</b> |  |
| 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 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.

C2. Elevations – Zones A1–A30, AE, AH, A (with BFE), VE, V1–V30, V (with BFE), AR, AR/A, AR/AE, AR/A1–A30, AR/AH, AR/AO.  
 Complete Items C2.a–h below according to the building diagram specified in Item A7. In Puerto Rico only, enter meters.  
 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.

Check the measurement used.

- |   |       |                               |                                 |
|---|-------|-------------------------------|---------------------------------|
| a) Top of bottom floor (including basement, crawlspace, or enclosure floor) _____   | _____ | <input type="checkbox"/> feet | <input type="checkbox"/> meters |
| b) Top of the next higher floor _____   | _____ | <input type="checkbox"/> feet | <input type="checkbox"/> meters |
| c) Bottom of the lowest horizontal structural member (V Zones only) _____   | _____ | <input type="checkbox"/> feet | <input type="checkbox"/> meters |
| d) Attached garage (top of slab) _____  | _____ | <input type="checkbox"/> feet | <input type="checkbox"/> meters |
| e) Lowest elevation of machinery or equipment servicing the building<br>(Describe type of equipment and location in Comments) _____ | _____ | <input type="checkbox"/> feet | <input type="checkbox"/> meters |
| f) Lowest adjacent (finished) grade next to building (LAG) _____  | _____ | <input type="checkbox"/> feet | <input type="checkbox"/> meters |
| g) Highest adjacent (finished) grade next to building (HAG) _____   | _____ | <input type="checkbox"/> feet | <input type="checkbox"/> meters |
| h) Lowest adjacent grade at lowest elevation of deck or stairs, including structural support _____                                  | _____ | <input type="checkbox"/> feet | <input type="checkbox"/> 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 | <b>Place<br/>Seal<br/>Here</b> |          |
| 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)

# ELEVATION CERTIFICATE

|   |       |          |                                  |
|---|-------|----------|----------------------------------|
| <b>IMPORTANT: In these spaces, copy the corresponding information from Section A.</b>             |       |          | <b>FOR INSURANCE COMPANY USE</b> |
| 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 G.

**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.

# ELEVATION CERTIFICATE

OMB No. 1660-0008  
Expiration Date: November 30, 2022

|   |       |          |                                  |  |
|---|-------|----------|----------------------------------|--|
| <b>IMPORTANT: In these spaces, copy the corresponding information from Section A.</b>             |       |          | <b>FOR INSURANCE COMPANY USE</b> |  |
| 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 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.

|                   |                        |   |
|-------------------|------------------------|---|
| G4. Permit Number | G5. Date Permit Issued | G6. Date Certificate of Compliance/Occupancy Issued |
|-------------------|------------------------|---|

- G7. This permit has been issued for:       New Construction     Substantial Improvement
- G8. Elevation of as-built lowest floor (including basement) of the building: \_\_\_\_\_  feet  meters Datum \_\_\_\_\_
- G9. BFE or (in Zone AO) depth of flooding at the building site: \_\_\_\_\_  feet  meters Datum \_\_\_\_\_
- G10. Community's design flood elevation: \_\_\_\_\_  feet  meters Datum \_\_\_\_\_

|                       |           |
|-----------------------|-----------|
| Local Official's Name | Title     |
| Community Name        | Telephone |
| Signature             | Date      |

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

Check here if attachments.

# BUILDING PHOTOGRAPHS

OMB No. 1660-0008  
Expiration Date: November 30, 2022

## ELEVATION CERTIFICATE

See Instructions for Item A6.

|   |                                  |
|---|----------------------------------|
| <b>IMPORTANT: In these spaces, copy the corresponding information from Section A.</b>             | <b>FOR INSURANCE COMPANY USE</b> |
| 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              |

If using the Elevation Certificate to obtain NFIP flood insurance, affix at least 2 building photographs below according to the instructions for Item A6. 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

Clear Photo One

Photo Two

Photo Two

Photo Two Caption

Clear Photo Two



**ELEVATION CERTIFICATE**

**BUILDING PHOTOGRAPHS**

Continuation Page

OMB No. 1660-0008

Expiration Date: November 30, 2022

|   |                                  |
|---|----------------------------------|
| <b>IMPORTANT: In these spaces, copy the corresponding information from Section A.</b>             | <b>FOR INSURANCE COMPANY USE</b> |
| 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              |

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 A8.

**Photo Three**

Photo Three

Photo Three Caption

Clear Photo Three

**Photo Four**

Photo Four

Photo Four Caption

Clear Photo Four

# Protect Yourself with Flood Insurance

Get information on your flood risk and prepare now with an emergency plan, which should include purchasing flood insurance to protect property and possessions from flood damage.

- ❖ Remember, most Homeowners Insurance does not cover floods, and there typically is a 30-day wait before a policy goes into effect. If you already have a flood policy, be sure to renew it each year to remain financially protected against costly flood damage.
- ❖ A flood can be devastating, and you don't have to live near water to be at risk. Only 6 inches of flood water can cause over \$20,000 in damages to a 1,000 sq. ft. home.
- ❖ In 2016, approximately 43% of the structures that flooded in Central were in Flood Zone X (outside of the high-risk area).
- ❖ Homeowners can insure a home for up to \$250,000 and its contents for up to \$100,000. Renters can cover their belongings for up to \$100,000. Non-residential property owners can insure a building and its contents for up to \$500,000 each.
- ❖ Due to Central's Class 7 Rating with CRS (Community Rating System) residents receive a 15% discount on their Flood Insurance premiums.



For information on your flood risks, flood insurance or the Community Rating System (CRS), please contact your local floodplain manager or visit [FloodSmart.gov](http://FloodSmart.gov).

City of Central - 225-262-5000

