



CARSON CITY NEVADA
Consolidated Municipality and State Capital
PUBLIC WORKS

Construction Certificate Management Procedures

Updated August 2023

Carson City Community Development is responsible for the administration of all development permits within the City including inspection of all construction, along with the creation of and maintenance of all building permit files and administrative documents, applications, forms, etc. related to building and development. Community Development is also the lead agency working with the District Attorney's office on the creation of ordinances. All permit/plan reviews and inspections are conducted by the Building Department. Other City departments and divisions, including Development Engineering, Public Works, Planning, Fire, Health, and Environmental Control participate in the plan review and inspection process regarding the regulations they enforce.

The purpose of this document is to explain the management procedures for review of Elevation Certificates and all 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 collection and review of all certificates, how corrections should be made, where the certificates are stored/archived, and how these certificates are made 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 - flood zones AE, AH, AO, A), the Floodplain Manager shall require an Elevation Certificate and any other floodplain-related certificate that is appropriate such as Floodproofing Certificate for Non-Residential Structures and certification of engineered flood openings for the development.

(a) & (b) WHEN CERTIFICATES ARE REQUIRED

When a property owner applies for a permit to build a new structure, remodel an existing structure, or rebuild a damaged structure, if the property is designated as flood zone AE, AH, AO, or A, the Permit Technician shall not deem the application complete unless a flood elevation certificate marked "construction drawings" has been included in the application materials.

Once the application is complete, the permit technician shall include the City's Floodplain Manager on the routing of the application. This Elevation Certificate shall be used to determine if the proposed design is in compliance with the City's floodplain ordinance outlined in Carson City Municipal Code (CCMC) Chapter 12.09 – Flood Damage Prevention.

The permit technician shall also add the following optional inspections to the workflow as required inspections:

1. Elevation certificate “building under construction” inspection (prior to pouring foundation). After the foundation is formed and the elevation of the lowest floor is determined, another 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 the elevations comply with the approved plans before further construction is allowed.
2. Elevation certificate “finished construction” inspection (prior to final inspection). 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. A “finished-construction” Elevation Certificate must be received, reviewed, and approved prior to final inspection.

For Non-Residential Structures, a complete and correct Floodproofing Certificate is required to be submitted to the Permit Center for routing to the Floodplain Manager once construction is finished on the building but before final inspection.

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 help verify compliance and the insurance rate. The developer 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, to the satisfaction of the Floodplain Manager:

- 1) An identification of the building (address) where the engineered openings have been installed;
- 2) The design professional’s name, title, address, type of license, the state 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.

(c) and (d) WHAT DEPARTMENT/OFFICE COLLECTS/REVIEWS CONSTRUCTION CERTIFICATES

All finished-construction Elevation Certificates shall be submitted initially to the Permit Center for routing to the Floodplain Manager for tracking and initial review. The Elevation Certificate will be routed in Energov, the City’s development database. The final permit approval will not be issued until the Floodplain Manager approves the Elevation Certificate.

(e) HOW CERTIFICATES ARE CORRECTED

The Floodplain Manager should consult the CRS’s Elevation Certificate Checklist when reviewing an Elevation Certificate to ensure all required fields are completed correctly. When an error is noticed on an Elevation Certificate, there are three ways to correct it.

- (1) For any inaccurate or incomplete information in Section C2, the Floodplain Manager should request a new certificate from the applicant or his/her representative (surveyor/engineer/architect) who certified the form.
- (2) If incomplete or inaccurate information is found in the other sections, the Floodplain Manager can do the following. As a general rule, and as law in some states, the local official **SHOULD 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;
 - b) The Floodplain Manager can prepare a separate memo with the correct information and attach a "memo of correction." When the certificate is provided to an inquirer, the memo must be included with it; or
 - c) The Floodplain Manager can note the changes or corrections in Section G.

All finished-construction Elevation Certificates that have errors on them should be returned to the applicant within 10 business days for correction. In no case shall the City approve a finished-construction Elevation Certificate until all corrections deemed appropriate by the Floodplain Manager are addressed. Final approval for a permit should not be granted until the Floodplain Manager has approved the Elevation Certificate.

If corrections are completed after the Certificate of Occupancy or final inspection, the Floodplain Manager must ensure the homeowner receives a copy of the corrected Elevation Certificate in case the correction(s) would affect the building's insurance rating.

(f) and (h) HOW AND WHERE THE CERTIFICATES ARE MAINTAINED

All Elevation Certificates and required construction certificates, as well as all other permit application documentation, shall be stored in the Energov file associated with the permit. They also shall be saved in the Floodplain Manager's Elevation Certificate folder (location shared with Development Engineering staff). Copies of the finished-construction Elevation Certificates, along with the other required construction certificates (if applicable), shall also be placed by the Floodplain Manager into a separate folder containing all Elevation Certificate information for CRS purposes, labeled "310," organized by CRS recertification date. Finished Elevation Certificates are also uploaded on the City website by the Floodplain Manager or Community Relations Coordinator.

(g) 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 City Clerk. The staff shall act on the request immediately, if time allows, but shall have 5 business days to produce the requested information. There is no charge for this service. Elevation Certificates can be located through the Carson City website www.carson.org and are listed by parcel address.

D.S.

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8/1/23

Date

August 7, 2023

Date