



## **Floodplain Management Construction Certificate Management Procedures**

**City of Marco Island**

The City of Marco Island is responsible for the administration of all development within the city limits. Marco Island is responsible for permitting, inspections, review of all construction, along with maintaining building permit files.

The purpose of this document is to explain our management procedures for review of Elevation Certificates and all other required floodplain-related construction certificates including, but not limited to, Elevation Certificates, Floodproofing Certificates, V Zone design 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 we make these certificates available to the public.

Floodplain document inspections and permit/plan reviews are conducted by the Floodplain Manager in coordination with the building official.

### **TYPES OF CERTIFICATES REQUIRED**

When any new construction, substantial improvement or repair for a substantially damaged structure is conducted in the Special Flood Hazard Area (SFHA) a resident must apply for a building permit through the building department. The Building Department requires an Elevation Certificate (EC) and any other floodplain-related certificate that is appropriate to the specific review for the property

### **WHEN CERTIFICATES ARE REQUIRED**

#### *Alteration/Addition*

The applicant shall submit an Elevation Certificate with any alteration application for compliance purposes. The elevation certificate is reviewed and kept on record with the city.

#### *New Construction*

An under-construction elevation certificate is required at the placement of the foundation, you are not allowed to continue construction vertical until the City has approved the under construction elevation certificate.

Once construction on the structure is finished, a complete and correct finished-construction Elevation Certificate must be submitted by the applicant to show the as-built characteristics of the structure. The final EC is reviewed and approved by the floodplain manager through a building inspection.



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#### Hydrostatic Flood Vents –

When reviewing the final EC, the EC will also be reviewed for flood vent compliance. Hydrostatic flood vents are inspected in the field through an inspection, with the EC as a supporting document for calculations and engineering information. Engineered flood vent's manufacture cut sheets are kept with the elevation certificates.

#### *Floodproofing Certificate*

Non-Residential Structures are required to submit through a building inspection, a complete and concise floodproofing certificate along with all supporting documents of the emergency management plan and elevation certificate.

#### Coastal High Hazard Area (CHHA)

Any structure constructed in a CHHA is required to submit a V-zone certificate at the end of construction through a building inspection review.

All floodplain construction certificates are reviewed through an inspection and kept on record with the permit. No inspection will be passed if the floodplain certificates are incorrect.

Elevation certificates are uploaded to the City's website and all other certificates are available upon request.

Raul Perez, Chief Building Official