



GWINNETT COUNTY
Department of Planning & Development
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Attention Developers, Surveyors, & Builders

July 1, 2008 Deadline

As of July 1, 2008, the following procedural changes will be implemented when obtaining a building permit requiring a Federal Emergency Management Agency (FEMA) elevation certificate:

Two (2) elevation certificates will be required. (FPMO 1.5.4)

1. **As-built:** No changes in current procedural standards.
2. **Final:** Prior to obtaining a Certificate of Occupancy, a “final” elevation certificate must be approved by Storm Water Management **after completion of construction** including final grading of the site.

All elevation certificates must be completed according to current FEMA guidelines. It is critical to use the same elevation datum used in determining the BFE (horizontal datum: NAD 1983, vertical datum: NAVD 88). No blank lines will be accepted in Section C of the elevation certificate (if not applicable, write N/A on the line). All photographs must be in color (no photo copies), 3”x 3” minimum, and attached to the appropriate sheet(s) provided with the elevation certificate. Digital prints are acceptable. **Both** elevation certificates will require original signatures in blue or black ink.

Please reference the following FEMA web site to down load the latest elevation certificate and to obtain completion instructions.

http://www.fema.gov/plan/prevent/fhm/frm_form.shtm

Thank you for your cooperation.

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