

# Elevation Certificate Policy & Procedure

## Building Permit Applications

### Per Unified Development Code Chapter 350-210

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- An Elevation Certificate is required for all construction within a Federal Emergency Management Agency (FEMA) designated floodplain. If you are unsure if your property is in a FEMA Special Flood Hazard Area, contact the Flood Commission at 575-525-5558.
  - An Elevation certificate is issued by the County Floodplain Administrator in order to obtain the elevation of the lowest floor (including basement) of all new and substantially improved buildings. It is to be used to provide elevation information necessary to ensure compliance with community floodplain management ordinances, to determine the proper insurance premium rate, and to support a request for a letter of map amendment or revision (LOMA or LOMR-F)
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## Requirements:

- For “New Construction”
  - Pre-Construction Elevation Certificate – “EC 1”
    - An elevation certificate must be signed and sealed by a New Mexico Registered Professional Surveyor and returned to the Flood Commission Office prior to any construction on site has begun. A building permit can be released by the Flood Commission upon receipt and acceptance of EC 1.
      - Section C must have Benchmark & Datum listed, with HAG & LAG elevations provided in the appropriate sections in order to be accepted by the Flood Commission.
  - Under-Construction Elevation Certificate – “EC 2”
    - An elevation certificate must be signed and sealed by a New Mexico Registered Professional Surveyor, and returned to the Flood Commission Office before a foundation is poured.
      - Section C must have Benchmark & Datum listed, Top of bottom floor elevation populated, with HAG & LAG elevations provided in the appropriate sections in order to be accepted by the Flood Commission. Top of bottom floor elevation should be shot at top of wood/metal forms to ensure that the proposed foundation elevation is compliant.
  - Post-Construction Elevation Certificate – “EC 3”
    - An elevation certificate must be signed and sealed by a New Mexico Registered Professional Surveyor, and returned to the Flood Commission Office after construction is complete. A Certificate of Occupancy cannot be issued until EC 3 is accepted by the Flood Commission.
      - Section C & D must be filled out completely in addition to photographs of all sides of the structure and any machinery/equipment servicing the building must be included in the packet before being accepted by the Flood Commission

- For “Existing Structures”
  - Post Construction Elevation Certificate
    - An elevation certificate must be signed and sealed by a New Mexico Registered Professional Surveyor, and returned to the Flood Commission Office.
      - Section C & D must be filled out completely in addition to photographs of all sides of the structure and any machinery/equipment servicing the building must be included in the packet before being accepted by the Flood Commission

## Procedure:

