



Reviewing Elevation Certificates

Thurston County Permit Assistance Center review of elevation certificates will cover the following entries.

SECTION A – PROPERTY INFORMATION

- A1. Owner's name
- A2. Complete street address
- A3. Assessors parcel number
- A4. Residential
- A6. Attach at least 2 photographs of the building if certificate is being used to obtain flood insurance.
- A7. Building diagram number
- A8. a), b), and c) Enclosure and crawl space information for buildings that are diagram 6, 7, or 8
- A9. a), b), and c) Attached garage information. If there is no attached garage, enter "N/A" in all three spaces.

SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

- B1. Thurston County 530188E
- B2. Thurston
- B3. WA
- B4. 53067C and panel number
- B5. C
- B6. 10/16/2012
- B7. 10/16/2012
- B8. Flood zone(s) in which the building is located
- B9. Base flood elevation(s)
- B10. The source of the Base Flood Elevation (BFE) date or base flood depth entered in B9.
- B11. NGVD 1929/NAVD 88
- B12. NA

SECTION C – BUILDING ELEVATION INFORMATION

- C1. Basis for building elevations: Note: "Finished construction" must be checked unless the building is still under construction. For buildings in the plan stage the cert must have section A, B, C1, C.2 f & g and D filled out.
- C2. Elevations. All items are required. If an item does not apply, enter "N/A" in the fields where no data are being supplied.

SECTION D – SURVEYOR, ENGINEER, or ARCHITECT CERTIFICATION

Certifier's name and license number
Address
Certifier's signature
Date and telephone

The box at the end of Section D must have the certifier's seal. *(If there is a signature and/or date in the box, there does not have to be a separate signature or date on the line).*

It is the surveyor's responsibility to ensure that the elevation certificate has been completed correctly. If any of the required items are not completed or correct, the elevation certificate will be returned for correction.

THESE SECTIONS WILL BE LITTLE USED IN THURSTON COUNTY.

Thurston County Permit Assistance Center will make every effort to provide a base flood elevation in all unnumbered zones.

Contact the Permit Assistance Center at (360) 754-3355 ext. 6647.

SECTION E – BUILDING ELEVATION INFORMATION (when a survey is not required in a zone AO or a Zone A without a base flood elevation)

- E1. a) and b) Enter the difference between the top of the bottom floor and the highest and lowest adjacent grade.
- E2. For Building Diagrams 6-8 with openings (see page 8) enter the difference between the top of the next higher floor and the highest adjacent grade.
- E3. Enter the difference between the top of the garage slab and the highest adjacent grade.
- E4. Enter the difference between the top of the platform for machinery or equipment and the highest adjacent grade.
- E5. Zone AO (only) Elevation of bottom floor complies with the ordinance (if there is no base flood depth provided).

Note: If Section E is used, the Sections F or G must be completed.

SECTION F – PROPERTY OWNER (OR OWNER’S REPRESENTATIVE) CERTIFICATION

This section is used if Section E is completed by the owner or owner’s representative. If used, this section must include the property owner’s or representative’s name in the first line and the signature in the third line.

SECTION G – COMMUNITY INFORMATION

If G1 or G2 are checked, then the first and third lines after G9 (the local official’s name and signature) must be completed.

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