



Construction Certificate Management Procedures (CCMP)

City of Watertown, SD

October 2021

The City Engineer is appointed the Floodplain Administrator for Chapter 5.02, Flood Damage Prevention, of the City's ordinances, responsible for granting or denying development permit applications in accordance with its provisions. The **Community Development and Engineering Divisions** are responsible for the administration of all development issues within the **City of Watertown** including permitting, inspection, and review of all construction, along with the creation of and maintenance of all building permit files and administrative documents (ordinances, building guides, applications, forms, outreach materials, etc.) related to building and development. All inspections and permit/plan reviews are conducted by the **Community Development and Engineering Divisions**, as well as all permit approvals. For properties within the Special Flood Hazard Area (SFHA), the CRS Coordinator is responsible for reviewing and approving such Elevation Certificates required prior to building permit issuance.

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, 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 we make these certificates available to the public.

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), the Building Official shall require an Elevation Certificate and any other floodplain-related certificate that is appropriate (**Elevation Certificates based on Construction Drawings, Floodproofing Certificate for Non-Residential Structures, and certification of engineered flood openings**) for the development.

WHEN CERTIFICATES ARE REQUIRED

The applicant shall submit an Elevation Certificate marked "construction drawings" with the building permit application. This Elevation Certificate shall be used to determine if the proposed design is in compliance with the Title 5 Building Codes and Floodplain Regulations and Title 21 Zoning of the Revised Ordinances of the City of Watertown. 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



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“finished-construction” Elevation Certificate must be received, reviewed, and corrected (if necessary) before a certificate of occupancy or final approval of the permit is issued. At this point, all other required certificates must also be submitted and reviewed.

If a **Floodproofing Certificate for Non-Residential Structures** is required for a floodproofed non-residential building, an Elevation Certificate is not required for purposes of the National Flood Insurance Program (NFIP), but we will require one to help verify compliance with Chapter 5.02 Flood Damage Prevention of our ordinance. A complete and correct Floodproofing Certificate is required to be submitted to the Building Official and reviewed and approved by the CRS Coordinator once construction is finished on the building but before issuing a certificate of occupancy.

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 City will ensure 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, at a minimum:

- 1) An identification of the building (address) that has the engineered openings 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.

WHAT DEPARTMENT/OFFICE COLLECTS/REVIEWS CONSTRUCTION CERTIFICATES

All finished-construction Elevation Certificates shall be submitted initially to the **Building Official** for tracking and initial review. The **Permit Technician** logs the Elevation Certificate in our tracking system, then it is forwarded to the **CRS Coordinator** and **Building Official** who review all supporting documentation for initial compliance. The **CRS Coordinator** reviews all permit application information to determine approval of the Elevation Certificate. It is then forwarded to the **Building Official** for final approval for all parts of the building permit. The **certificate of occupancy or final permit approval** will not be issued until a compliance Elevation Certificate and necessary supportive documentation is received.

HOW CERTIFICATES ARE CORRECTED

The **CRS Coordinator** 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.



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- (1) For any inaccurate or incomplete information in Section C2, the **CRS Coordinator** 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 **CRS Coordinator** 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 **CRS Coordinator** 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 **CRS Coordinator** can note the changes or corrections in Section G.

All finished-construction Elevation Certificates with errors or issues should be returned to the applicant within **10 business days** for immediate correction. In no case shall the City accept a finished-construction Elevation Certificate until all corrections deemed appropriate by the **CRS Coordinator** are addressed. In no cases shall a **certificate of occupancy or final approval** for a permit be granted until the **CRS Coordinator**, the **Building Official** and **Building Inspector** have all approved the permit.

If corrections are completed after the Certificate of Occupancy [final approval], the **CRS Coordinator** must ensure the homeowner receives a copy of the corrected Elevation Certificate in case the correction(s) would affect the building's insurance rating.

HOW AND WHERE THE CERTIFICATES ARE MAINTAINED

All Elevation Certificates and all required construction certificates, as well as all other permit application documentation, shall be stored in the Building Services address file. They also shall be scanned at the usual time building files are scanned for storage/archival. Copies of the finished-construction Elevation Certificates, along with the other required construction certificates (if applicable), shall also be placed in a separate folder containing all Elevation Certificate information for CRS purposes, labeled "Activity 310," organized by CRS recertification date. All other state and local records retention policies shall be observed.

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 **Permit Technician**. The **Permit Technician** shall act on the request immediately, if time allows, but at worst, shall have **3 business days** to make a copy of the requested information and make the documentation available to the inquirer. There is no financial charge for this service.