



July 25, 2013

**Department of Planning,
Zoning & Building**

2300 North Jog Road
West Palm Beach, FL 33411-2741
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Planning Division 233-5300
Zoning Division 233-5200
Building Division 233-5100
Code Enforcement 233-5500
Contractors Certification 233-5525
Administration Office 233-5005
Executive Office 233-5228
www.pbcgov.com/pzb



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To: All Interested Parties

Subject: FEDERAL EMERGENCY MANAGEMENT (FEMA) ELEVATION CERTIFICATES (EC)
FORM 81-31 Expires July 31, 2015

You should already be aware, that FEMA issued a new Elevation Certificate for the National Flood Insurance Program (NFIP) in July 2012 with a one year "phase-in" transition period beginning August 1, 2012, and ending on July 31, 2013. The current Elevation Certificate has an expiration date of March 31, 2012 and, in accordance with NFIP rules can only be accepted until July 31, 2013 by the Building Division.

As a result, beginning August 1, 2013 the Building Division will ONLY accept the new Elevation Certificates, which have an expiration date of July 31, 2015.

Please ensure you are filling out and submitting the correct form so as to avoid any unnecessary delays during the course of your project. FEMA and the National Flood Insurance Program (NFIP) Community Rating System (CRS) require the County to ensure accurate and complete information is provided and maintained on Form 81 -31 (Elevation Certificates) for all new construction located in a FEMA Flood Zone. This information is routinely audited by FEMA and CRS representatives.

The following Changes have been made to the new FEMA Elevation Certificate (EC):

- Section C2 adds a checkbox for the vertical datum being utilized.
- Section A6 adds language requiring the building photographs to show flood openings or vents, if utilized.

Please see FEMA's Website at <http://www.fema.gov/library/viewRecord.do?id=1383>

Sincerely,

Doug Wise
Building Director / Building Official