



Construction Certificate Management Procedures (CCMP)

Adopted: February 2021

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The Planning & Inspections Department is responsible for the administration of all development issues within the Town of Morehead City including permitting, inspection, and review of all construction, along with the creation of and maintenance of all building permit files and administrative documents (ordinances, applications, forms, etc.) related to building and development. All inspections, permit approvals and plan reviews are conducted by the Planning & Inspections Department.

The purpose of this document is to explain the Town’s management procedures for review of Elevation Certificates (ECs) and all other required floodplain-related Construction Certificates (CCs) including, but not limited to, Floodproofing Certificates, V Zone Design Certificates, and Engineered Flood Opening Certificates. These procedures outline when ECs are required, the types of certificates, the submission, collection and review of all certificates, how corrections should be made, where the certificates are archived, and how citizens may inquire about these certificates.

TYPES OF CERTIFICATES REQUIRED

When any new construction, substantial improvement or repair of a substantially damaged building or installation of a Manufactured Home is conducted in the Special Flood Hazard Area (SFHA), the Planning & Inspections Department shall require an EC and any other floodplain-related certificate that is appropriate such as, Floodproofing Certificate for Non-Residential Structures, V Zone Design Certificate, and/or Certification of Engineered Flood Openings for the site.

WHEN CERTIFICATES ARE REQUIRED

1. The applicant shall submit a digital PDF copy of an EC titled “UC_EC_[FILL IN ADDRESS]” with the initial building permit application or miscellaneous permit application for a manufactured home or within twenty-one days after the foundation is built and the elevation of the lowest floor is determined. This EC shall be used to determine if the proposed design is in compliance with the Article 18 – Flood Damage Prevention Ordinance (FDPO) of Town of Morehead City’s Unified Development Ordinance (UDO) and any applicable building codes. This will document the elevation of surrounding grades and the lowest floor to ensure they comply with the approved plans before further construction is allowed. Once construction on the building is finished and all adjacent grading is finalized, a complete and correct EC titled “FC_EC_[FILL IN ADDRESS]” must be submitted by the applicant to show the “as-built” characteristics of the building. A “Finished Construction” Elevation Certificate (FCEC) must be received, reviewed, and corrected (if necessary) before a Certificate of Occupancy (CO) is issued. At this point, all other required certificates must also be submitted and reviewed.
 - a. 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); however, an EC is

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required to help demonstrate compliance with Article 18 – FDPO of the Town of Morehead City’s UDO. A complete and correct Floodproofing Certificate is required to be submitted to the Planning & Inspections Department once construction is finished on the building but before a CO or Certificate of Compliance is issued.

- b. A V Zone Design Certificate is required for all new construction and substantial improvement/substantial damage within an identified V Zone on the Flood Insurance Rate Map (FIRM). The V Zone Certificate is required before the building permit is issued because it certifies the structural design and the proposed methods of construction for the building. A complete and correct EC is also required once construction is finished on the building. At a minimum, all Floodplain Development Permit files should contain both the pre-construction V Zone Design Certificate and the FCEC for all new construction and substantial improvement/substantial damage in the V Zone(s).
- c. When engineered flood openings are installed in the foundation of a building, and the EC indicates that engineered flood openings were installed (Sections A8d and A9d on the EC), an engineered flood opening certification is required to be submitted with the ECs to help verify compliance and the insurance rate. Either the International Code Council® Evaluation Service (ICC-ES) form for the engineered opening or an individual certification must be submitted with the EC by the developer. 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.

COLLECTION & REVIEW PROCESS

All ECs shall be submitted initially to the Planning & Inspections Department for tracking and initial review. The Planning & Inspections Assistant logs the EC in the cloud-based online permitting software (SmartGov); it is then forwarded to the **Chief Building Inspector/Floodplain Administrator** or their designee, who reviews it and all supporting documentation for initial compliance. The CO or Certificate of Compliance will not be issued until any deficiencies with an EC and supporting documentation are resolved.

HOW CERTIFICATES ARE CORRECTED

The Floodplain Administrator should consult the Community Rating System’s (CRS) Elevation Certificate Checklist (attached) when reviewing an EC to ensure all required fields are completed correctly. For any inaccurate or incomplete information, the Floodplain Administrator or their designee should request a new certificate from the applicant or their representative (surveyor/engineer/architect) who certified the form.

Any FCECs that had errors on them should be returned to the applicant within ten (10) business days for immediate correction. In no cases shall a CO for a permit be issued until the Floodplain Administrator have all approved the permit.

If corrections are completed after issuance of the CO, the Floodplain Administrator or their designee must ensure the homeowner (and surveyor) receives a copy of the corrected EC in case the correction(s) would affect the building’s insurance rating.

HOW AND WHERE THE CERTIFICATES SHALL BE MAINTAINED

All required CCs, including, ECs, as well as all other permit application documentation, shall be stored digitally. All other state and local records retention policies shall be observed. All ECs are filed, stored and achieved via SmartGov. Digital files are also maintained on the Town of Morehead City servers in PDF format and backed up via Barracuda Cloud Storage. These storage methods are redundant and geographically distributed to prevent loss in case of a disaster.

HOW CERTIFICATES ARE MADE AVAILABLE TO INQUIRERS

When a member of the public requests a copy of an EC, the request shall be received by the Planning & Inspections Department and processed by the Floodplain Administrator or CRS Coordinator. The Floodplain Administrator or CRS Coordinator shall, within three (3) business days, make a copy of the requested information and make the documentation available to the inquirer. Any fees should be charged in accordance with the current adopted Town’s fee schedule.

Implemented by:

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