

Bulletin #21: Survey & Elevation Certificate Requirements

Date: August 1, 2018

Effective Date: September 4, 2018

Amended: July 26th, 2023

To: All Staff

From: Fred Clum
Chief Building Official

Subject: Requirements for 10-Day Spot Survey, Certified Site Plan and in Lieu of Certified Site Plan Requirements, and Elevation Certificates

DEFINITIONS:

10-Day Spot Survey: A survey prepared by a Florida registered surveyor and mapper that locates any new construction or any changes in existing building footprints approved on the **Certified Site Plan**. This survey shall be submitted no later than 10 days following the establishment of the lowest floor, which may be a slab, frame assembly, pylon(s), or any construction that is 30 inches above soil grade. The survey shall show setbacks/distances from the new construction to the adjacent property lines, the distance of separation between structures on the subject property as well as neighboring structures, if applicable, and include elevation of the lowest floor, the garage floor, and the adjacent crown of road. If the property has a South Florida Water Management District (SFWMD) permit, the **10-Day Spot Survey** shall identify the established minimum finished floor elevation and SFWMD permit number. If the property has received a Letter of Map Change, the case number shall also be provided.

Certified Site Plan: A plan prepared, signed, and sealed by a licensed Florida professional surveyor and mapper, architect or engineer, who is familiar with County zoning and setback requirements, showing property lines, setbacks, easements, water bodies, and all existing and proposed structures to be submitted with the building permit application. The plan shall identify the elevation of the crown of the road, Flood Zone, FEMA's Base Flood Elevation (BFE), and show that the construction of the lowest floor meets the higher elevation of the following criteria: 1) BFE plus 1 foot as shown on the current effective Flood Insurance Rate Map (FIRM) (or Digital Flood Insurance Rate Map (DFIRM)); 2) SFWMD permit; or 3) if no SFWMD permit, a minimum of 18 inches above the crown of the nearest street or interior finished roadway system if finished with paving or 24 inches above the crown of the road if graded or otherwise unfinished.



Affidavit in Lieu of Certified Site Plan: A statement of fact voluntarily made by an affiant under affirmation before a notary. The affiant affirms that all work to be performed under the specified permit shall conform to all applicable setbacks and easement requirements established by Collier County and/or any other applicable agency. Additionally, the affiant affirms that should any work performed under the specified permit result in nonconformity with any setbacks or easements, the property owner shall have no sustainable rebuttal against Collier County and will immediately remediate the nonconformity at no expense to Collier County.

Elevation Certificate: The National Flood Insurance Program (NFIP) **Elevation Certificate** (FEMA form 086-0-33) is an administrative tool of the NFIP which is to be used to provide elevation information necessary to ensure compliance with Florida Building Code and the Collier County Flood Damage Prevention Ordinance, as well as to determine the proper insurance premium rate or support a request for a Letter of Map Change. The certificate is prepared by a professional surveyor and mapper, registered in the State of Florida. Collier County is required to obtain and maintain **Elevation Certificates** for all new and substantially improved structures.

The elevation information is provided relative to sea level (0 NAVD). There are three possible **Elevation Certificate** submittals: Construction Drawings, Under Construction, and Finished Construction.

Required documents for building permit application, during construction, and to obtain a certificate of occupancy/completion

Permit Application: A **Certified Site Plan** not older than 6 months is required when applying for a building permit for any new construction, additions, or alterations that modify the building footprint.

During Construction: Building permits for new construction, additions, or alterations that modify the building footprint will require a **10-Day Spot Survey** and must be submitted within ten days of and the establishment of the lowest floor, which may be a slab, frame assembly, pylon(s), etc.

If the structure is located within one or more of the following flood zones: VE, AE, AH or A, an

Under-Construction Elevation Certificate must be submitted along with the **10-Day Spot Survey**. **Elevation Certificate** Sections A and B must be completed in full and consistent with the approved construction plans. **Elevation Certificate** Section C should include only those elevations that can be surveyed, such as C2a and C2d. If the approved plans indicate a garage slab, the elevation of the garage slab must be provided in **Elevation Certificate** Section C2d. Pictures capturing of all sides of the building are required and must be labeled (e.g. front, rear, right side, left side). Prior to obtaining County approval of the **Under-Construction Elevation Certificate**, the permit holder's construction activities are at his/her own risk. Note:

Manufactured Homes are not required to submit an **Under-Construction Elevation Certificate**.

An "Inspection HOLD" will be placed on permits that have not turned in an approved **10-Day Spot Survey** and an **Under-Construction Elevation Certificate** within the required time period.

Certificate of Occupancy/Completion: A Finished Construction **Elevation Certificate** is required for new construction and may be required for additions and/or alterations located in one or more of the following flood zones: VE, AE, AH or A. A Finished Construction **Elevation Certificate** must be submitted when all machinery and/or equipment such as A/C, pool equipment, generators, elevators, etc. has been installed and the grading around the building is complete. In cases where the approved exterior equipment is not yet installed, a separate

Elevation Certificate may be provided for the equipment.

***Please follow the **Elevation Certificate Checklist**, following this bulletin, when completing the Finished Construction **Elevation Certificate**.*

Special Permit Requirements:

1 & 2 family swimming pools and associated screen enclosure's **Certified Site Plan** and survey Requirements:

1. Swimming Pools: A **Certified Site Plan** shall be submitted with the permit application for all 1 & 2 family swimming pools, unless not required per exceptions below. A **10Day Spot Survey** shall be required after completion of the pool shell, unless a screen enclosure permit has been applied for.
2. Screen Enclosures associated with swimming pools: A copy of the **Certified Site Plan** used for the pool may be used to apply for the screen enclosure along with the **Affidavit in Lieu of a Certified Site Plan** form (see link above) when applying for the permit. The enclosure shall be depicted and accurate in the **Certified Site Plan**. A final spot survey shall be required for the screen enclosure with a note identifying it is a screen enclosed pool area.

Note: If the screen enclosure and swimming pool setback requirements differ, the survey must specify the setbacks for both the swimming pool shell and screen enclosure.

Exceptions to the Certified Site Plan Requirement

A completed and notarized **Affidavit in Lieu of a Certified Site Plan** form shall be included with the permit application for any permit not required to submit a **Certified Site Plan**.

1. Permits for improvements to an existing structure that does not modify the existing building footprint, such as interior remodels, are not required to submit a **Certified Site Plan**. Note: Conversion of screened porches to principal living space may change the minimum floor elevation and/or setback requirements. An existing condition survey or site plan (uncertified) drawn to scale indicating the location of improvements must be included to show the location of improvements/alterations.
2. Structures with less than 400 sq. ft. of additional impervious area shall not require a **Certified Site Plan**. A survey or site plan (uncertified) drawn to scale indicating the location of the proposed structure or addition meeting the current setback requirements may be used. A **10-Day Spot Survey** is required.

Important: At any time during construction the Building Official may require a survey, or an **Elevation Certificate** be provided by a Florida licensed surveyor if deemed necessary.

History: Replaces Building Block A-128, Updated for consistency and changes to appendix checklist