

Construction Certificate Management Procedure (CCMP)

The Building, Planning and Zoning Department is responsible for the administration of all development issues within the Parish 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 Building, Planning and Zoning Department as well as all permit approvals and floodplain management reviews.

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The purpose of this document is to explain our management procedures for review of Elevation Certificates (ECs) and all other floodplain-related construction certificates required including, but not limited to, Floodproofing Certificates and Engineered 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 the department makes these certificates available to the general public.

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Types of Certificates Required

When any new construction is performed on a property, a mobile home/manufactured home is moved on the property, substantial improvement or repair for a substantially damaged building, Detached shed and storage building is conducted in the Special Flood Hazard Area (SFHA), Non Special Flood Hazard Areas or Advisory Base Flood Elevation area, the Building, Planning and Zoning Department shall require an EC, and any other floodplain-related certificate that is appropriate (Floodproofing Certificate for Non-Residential Buildings and/or Engineered Opening Certificate) for the development.

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Certificate Requirements

For New construction, the applicant shall submit an EC for Preliminary Drawings prior to pulling permits, an EC Building Under Construction prior to pouring the concrete if the structure is located on a slab. The Building Under Construction Certificate is required prior to the framing inspection if the house is on piers, pilings or post. This EC shall be used to determine if the proposed design is in compliance with the Parish of Ascension Freeboard requirements and Code of Ordinances, specifically Chapter 9 Flood Damage Prevention. Once construction on the building is finished and all adjacent grading is finalized, a complete and correct "Finished Construction" EC must be submitted by the applicant to show the as-built characteristics of the building. A "Finished Construction" EC must be received, reviewed and corrected (if necessary) before final inspections are performed and a Certificate of Occupancy is issued. At this point, all other required certificates must also be submitted and reviewed.

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For mobile/manufactured homes a Preliminary elevation certificate is required prior to pulling permits. Once the mobile home is set and blocked, a Final Elevation Certificate is required to show the Bottom of the Horizontal Member, Lowest Elevation of Machinery and the Finished Floor meets the Flood Damage Prevention Ordinance. If these are not met, the contractor or

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owner is contacted to elevate these structures to code. The land surveyor is required to resubmit the updated information prior to doing a Final Occupancy Inspection.

Detached sheds require the same elevations as new construction. In the event the shed is 500 sq ft or small the homeowner can fill out a non-conversion agreement to never convert the structure to living quarters and install flow thru vents which will remain in the shed. In the event the structure is converted, it must be elevated to current Parish standards. The document is deeded and recorded at the Clerk of court.

If a Floodproofing Certificate for Non-Residential Structures is required for a floodproofed non-residential building, an EC is not required. A complete and correct Floodproofing Certificate is required to be submitted to the Building Department once construction is finished on the building and prior to issuing a CO.

Specifically, the Building, Planning and Zoning Department requires:

- Elevation certificates for properties in the SFHA, Non-SFHA on the FIRM and ABFE maps, both before, during and after construction
- Elevation certificate are required for the installation of mobile homes/manufactured homes
- Installation of Machinery ex Generators, A/C Units, Furnace etc
- Floodproofing Certificates for Non-Residential Structures

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Departmental Review Plan

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All Finished Construction ECs shall be submitted to the Building, Planning and Zoning Department Permits Division for tracking and review. The certificates will be delivered to the Permit Clerks and Floodplain Manager. Upon receipt, the certificates will be reviewed by the Floodplain Manager or the Zoning Director using the CRS EC Checklist. The reviewers will review the EC and supporting documentation, along with all other required certificates, to ensure all applicable building and development ordinances and standards are met. If the certificates contain errors, the Floodplain Manager or Zoning Director will reach out to the certificate creator via email or telephone requesting that the errors be fixed. If the certificate creator does not respond in 72 hours, the Floodplain Manager and Zoning Director will make a follow up phone call. If the final elevation certificate contains errors, power may not be released to the property and final inspections and the issuance of a Certificate of Occupancy may be delayed until the errors are fixed – the Floodplain Manager and Zoning Director will determine this possibility on a case by case basis. When the certificate is deemed correct, it will be uploaded to Laserfiche, file at the Planning and Zoning Department, saved in the master CRS Permit List Template, and marked complete and uploaded in the my permit system.

Certificate Corrections

The reviewers should consult the CRS EC Checklist when reviewing an EC to ensure all required fields are completed correctly. When an error is noticed on an EC, there are two ways to correct it:

1. For any inaccurate or incomplete information in Section C2, the Floodplain Manager should request a new certificate from the applicant or their representative (surveyor/engineer/architect) who certified the form.
2. If incomplete or inaccurate information is found in the other sections, the local official 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 their representative) with instructions on what needs to be changed or corrected;
 - b. The reviewer can note the changes or corrections in Section G.

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All “Finished Construction” ECs which had errors on them should be returned to the applicant or surveyor immediately correction. In no case shall we accept a “Finished Construction” EC until all corrections deemed appropriate by the reviewers are addressed.

If corrections are completed after the Certificate of Occupancy, the Building, Planning and Zoning Department must ensure the homeowner receives a copy of the corrected EC in case the correction(s) would affect their insurance rating. All Elevation Certificates and updated Elevation Certificates are uploaded to the permit file in the online My Permit Now database, scanned into LaserFiche, added to the CRs Template and filed in office, which is accessible to each applicant.

Certificate Maintenance

All ECs and all required construction certificates, as well as all other permit application documentation shall be uploaded to the corresponding permits in the permit system, marked complete in the permit system, saved digitally in Laserfiche, and a copy is kept on file at the Building, Planning and Development Department. All ECs in the SFHA will be noted on the CRS Permit List Template.

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Certificate Availability

The Building, Planning and Zoning Department Floodplain Division provides certificates to inquirers upon request – this is advertised on ascensionparish.net and the outreach flyer that is mailed out to mortgage companies, insurance agents and real estate agents. The Parish also runs a generic flood management information update on Channel 21, request can be made online through ascensionparish.net. The Floodplain Division supplies the requested certificate to the inquirer within 5 business days unless the office is dealing with a Emergency Declaration.

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Annual Recertification

The Floodplain Manager or Zoning Director will provide the requisite certificates for new construction, substantial improvement, mobile/manufactured homes in the SFHA (no accessory structures) from August 2nd through July 31st of the recertification year at each annual recertification.

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