City of St. Petersburg
Building Department

Construction Services & Permitting

FEMA Elevation Certificate
Coastal A/V Zone Design & Construction Certificate
Non-Conversion Agreement
Floodproofing Packet
SUBMITTAL FOR REVIEW

Thank you for submitting your (please check one): *Revised April 23, 2024*

- ___ **FEMA Elevation Certificate**
- ___ **Coastal A or V Zone Design & Construction Compliance Affidavit**
- ___ **Non-Conversion Agreement**
- ___ **Floodproofing Packet**

Your certificate/affidavit/agreement will undergo a review which may generate comments or will be approved. The comments or approval will be posted as an inspection result for the permit associated with the address on the certificate. Email completed forms to: floodplain@stpete.org

If corrections are necessary, we would need to have proper contact information. Therefore, please help us to better inform you by providing the following information:

Permit Number: _____

Job Address: _____

Contact Person: _____

Phone Number: _____

E-Mail: _____

Surveyor Name: _____

Surveyor E-Mail: _____

ELEVATION CERTIFICATE - PLEASE NOTE:

During the course of your project, you must submit two (2) separate Elevations Certificates:

1) The first Elevation Certificate is an "Under Construction" certificate. This first certificate must be submitted after the lowest floor is constructed or poured, and before the lintel inspection can be requested. Inspections conducted before the approval of the "Under Construction" certificate may not be valid.

2) The second Elevation Certificate is identified as "Finished Construction" and must be submitted before the final building inspection is requested.

You will not be able to request additional inspections without an approved Elevation Certificate.

City of St. Petersburg, Building Department
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