

MAYOR
MICHAEL G. MCGINTY

DEPUTY MAYOR
MATTHEW G. GRACI



127 LONG BEACH ROAD
ISLAND PARK, NEW YORK 11558
PHONE: 516-431-0600 • FAX 516-431-0436

TRUSTEES
IRENE P. NAUDUS
BARBARA A. VOLPE-RIED
ROBERT TICE

VILLAGE CLERK
CLAUDIA ARMENDINGER

CONSTRUCTION CERTIFICATE MANAGEMENT PROCEDURES JANUARY 2024

The Incorporated Village of Island Park's Building Department is responsible for the administration of all development issues within the Village 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 internally by the Building Department, as well as all permit approvals.

The purpose of this document is to explain the Village's management procedures for review of Elevation Certificates (ECs) and all other floodplain-related construction certificates required by the Village including, but not limited to, Floodproofing Certificates, V-Zone and Coastal A Zone design certificates, Engineered Opening Certificates, and breakaway wall inspection certificates as applicable. These procedures outline the types of certificates required, the collection and review of all certificates, how corrections are made, where the certificates are stored/archived, and how the Village makes these certificates available to the general public.

TYPES OF CERTIFICATES REQUIRED

The majority of the Village is located in a FEMA-designated Special Flood Hazard Area (Zone AE8 or AE9). When any new construction, substantial improvement, or repair of a substantially damaged building is conducted in the Special Flood Hazard Area (SFHA), the Building Department requires an Elevation Certificate, and any other floodplain-related certificate that is appropriate for the property (Floodproofing Certificate for Non-Residential Buildings, Residential Basement Floodproofing Certificate, V-Zone and Coastal A Zone design certificates, Engineered Opening Certificates, and breakaway wall inspection certificates) for the development before a Certificate of Occupancy is issued.

WHEN CERTIFICATES ARE REQUIRED

Elevation Certificates

- The applicant shall submit an EC with the Building Permit Application when an EC is available for the property. This EC shall be used to determine if the proposed design is in compliance with Chapter 264 Article V of the Village Code (and any other ordinance(s) for building/zoning/ development purposes if necessary).
- After the foundation is built and the elevation of the lowest floor is determined, the Village encourages the property owner/developer to submit another EC that is marked, “Building Under Construction”. 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. This step is not compulsory for the property owner/developer but the Village recognizes the benefit of aiding all those involved.
- 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 the Village’s Chief Building Inspector conducts the final inspection as required before the Village issues the Certificate of Occupancy (or final approval of the permit). At this point, all other required certificates must also be submitted and reviewed to complete the building permit file.

Other Certificates

- If a Floodproofing Certificate for Non-Residential Structures is required for a floodproofed non-residential building, an EC will still be required to verify compliance with the Village’s Chapter 264 Article V ordinance. 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.
- A Residential Basement Floodproofing Certificate is required for a building with a basement that is floodproofed. An EC is also required to help verify compliance with Chapter 264 Article V ordinance. A complete and correct Residential Basement Floodproofing Certificate is required to be submitted to the Building Department once construction is finished on the building prior to issuing a CO.
- A V-Zone or Coastal A Zone design certificate is required for all new construction and substantial improvement/substantial damage within an identified V-Zone or Coastal A Zone on our Flood Insurance Rate Map. The V-Zone or Coastal A Zone design certificate is required before granting the initial building permit because it certifies the structural design and the proposed methods of construction for the building. A complete and correct Elevation Certificate and breakaway wall inspection certificate as applicable are also required once construction is finished on the building. At a minimum, all permit files should contain both the pre-construction V-Zone or Coastal A Zone design certificate and

the finished-construction Elevation Certificate for all new construction and substantial improvement/substantial damage in a V-Zone or Coastal A Zone.

- When engineered flood openings are installed in the foundation of a building, and the EC indicates that they were installed (Sections A8d and A9d on the EC), an Engineered Opening Certificate is required to be submitted with the EC to help verify compliance and the insurance rate. The developer is required to submit an individual certification. Individual certifications must cover the following at minimum:
 - a. it must identify the building (address) with the installed engineered openings;
 - b. the design professional's name, title, address, type of license, the state issuing the license, signature and seal;
 - c. 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
 - d. 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.

CERTIFICATE COLLECTION AND REVIEW

All Finished Construction ECs shall be submitted initially to the Building Department for tracking and initial review. The Building Department Clerk logs the EC into the Village's tracking system and scans the certificates into the building permit database. The certificates are then forwarded to the Village's Building Department Chief Building Inspector/CRS Coordinator, who review the EC and all supporting documentation for initial compliance. The Building Department Inspector reviews the EC and supporting documentation, along with all other required certificates, to ensure all applicable building and development ordinances and standards are met. The Certificate of Occupancy (or final permit approval) will not be issued until all problems with an EC and supporting documentation are resolved. The Village forwards construction certificates to its Floodplain Management Consultant (Walden Environmental Engineering, PLLC) for detailed review in cases when the Village requires assistance in completing the review and approval process.

HOW CERTIFICATES ARE CORRECTED

The Chief Building Inspector/CRS Coordinator (with additional assistance from the Floodplain Management Consultant when required) review the CRS EC Checklist when reviewing an EC to ensure all required fields are completed correctly. The ECs are also reviewed for code compliance and accuracy. The most commonly noted errors on ECs are building diagram numbers and incomplete community/map panel numbers. When an error is noticed on an EC, it is corrected in one of the following ways:

1. For any inaccurate or incomplete information in Section C2, the Chief Building Inspector/CRS Coordinator requests 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 Chief Building Inspector/CRS Coordinator can do the following. As a general rule, the Village does not mark up the 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 Chief Building Inspector/CRS Coordinator can prepare a separate memo with the correct information and attach the Memo of Correction. When the certificate is provided to an inquirer, the memo must be included with it; or
 - c. The changes or corrections are noted in Section G.

All “Finished Construction” ECs which had errors on them will be returned to the applicant within 15 business days (whenever possible) for immediate correction. In no case shall the Village accept a “Finished Construction” EC until all corrections deemed appropriate by the Chief Building Inspector/CRS Coordinator are addressed. In no cases shall a Certificate of Occupancy (final approval) for a permit be granted until the Chief Building Inspector/CRS Coordinator has approved the permit.

If corrections are completed after the Certificate of Occupancy (final approval), the Chief Building Inspector/CRS Coordinator must ensure the homeowner receives a copy of the corrected EC in case the correction(s) would affect their insurance rating.

HOW AND WHERE THE CERTIFICATES ARE MAINTAINED

Hard copies of all ECs and all required construction certificates, as well as all other permit application documentation are stored in the address file in the Building Department. The certificates and documentation are also scanned, at the usual time building files are scanned for storage/archival. Copies of the “Finished Construction” ECs along with the other required construction certificates (if applicable), shall also be placed in a separate folder containing all EC information for CRS purposes, labeled “Activity 310”, organized by CRS recertification date. ECs and other required certificates for buildings located outside the SFHA are to be filed with the address file in the Building Department, just like all Village building permit documents, but copies are made and placed in a separate CRS folder, labeled “Activity 430”.

HOW CERTIFICATES ARE MADE AVAILABLE TO INQUIRERS

When a member of the general public requests a copy of an EC, the request shall be initiated with the Building Department Clerk. The Chief Building Inspector/CRS Coordinator or Building Department Clerk shall act on the request immediately, if time allows, but will make a copy of

the requested information and make the documentation available to the inquirer within 5 business days of the request. There is no charge for this service.