

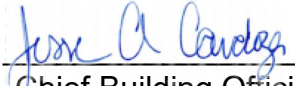


INFORMATIONAL BULLETIN

Bulletin No.: 328

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Effective: 12/15/2021


Chief Building Official


City Engineer

CONSTRUCTION CERTIFICATE MANAGEMENT PROCEDURES

The Community Development Department is responsible for the administration of development issues within the City of Irvine 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, etc.) related to building and development. All inspections and permit/plan reviews are conducted by the Community Development Department staff as well as all permit approvals.

The purpose of this document is to explain the City of Irvine's management procedures for review of Elevation Certificates (ECs) and all other floodplain-related construction certificates required. These procedures outline the types of certificates required, the collection and review process of all certificates, how corrections should be made, where the certificates are stored/archived and how we make these certificates available to the general public.

TYPES OF CERTIFICATES REQUIRED

Any new construction, substantial improvement or repair for a substantially damaged building that is conducted in the Special Flood Hazard Area (SFHA) shall conform to Division 5, Chapter 5-2, Section 5-2-24 of the City's Zoning Ordinance. The City's Floodplain Administrator shall require an EC, and any other floodplain-related certificate that is appropriate for the development as required in the City's Zoning Ordinance.

WHEN ARE CERTIFICATES REQUIRED

Pursuant to Zoning Ordinance Division 5, Chapter 5-2, Section 5-2-23, where floodproofing is utilized for a particular structure, a registered professional engineer or architect shall certify in the FEMA EC that the floodproofing methods are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the base flood. A copy of each certificate indicating the specific elevation (in relation to mean sea level) to which such structures are floodproofed shall be maintained with the building permit for the structure. 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 a Certificate of Occupancy (CO) is issued. At this point, all other required certificates must also be submitted and reviewed.

If a Floodproofing Certificate for Non-Residential Structures is required for a floodproofed non-residential building, an EC will be required to verify compliance with the Zoning Ordinance. A complete and correct Floodproofing Certificate is required to be submitted to the Community Development Department once construction is finished on the building and prior to issuing a CO.

WHAT DEPARTMENT OR OFFICE COLLECTS/REVIEWS

All Finished Construction EC's shall be submitted to the Community Development Department for tracking and initial review. The Permit Counter staff logs the EC into our tracking system, it is then forwarded to the Grading Division, who reviews the EC and all supporting documentation for initial compliance. It is then forwarded to the Floodplain Administrator in Development Engineering for review and approval. Both Divisions review the EC and supporting documentation, along with all other required certificates, to ensure all applicable building and development ordinances and standards are met. The Community Development Department will have the final approval authority for all parts of the building/grading permit. The Certificate of Occupancy (or final permit approval) will not be issued until any and all issues with an EC, and supporting documentation, are resolved.

HOW CERTIFICATES ARE CORRECTED

The Floodplain Administrator will 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 three ways to correct it:

1. For any inaccurate or incomplete information in Section C2, the Floodplain Administrator shall 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 Floodplain Administrator can do the following:
 - a. The forms may be returned to the applicant (or their representative) with instructions on what needs to be changed or corrected;
 - b. The Floodplain Administrator 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 Floodplain Administrator can note the changes or corrections in Section G.

All "Finished Construction" ECs which had errors on them shall be returned to the applicant within (15 business days) for immediate correction. In no case shall a "Finished Construction" EC be accepted until all corrections deemed appropriate by the Floodplain

Administrator are addressed. In no cases shall a Certificate of Occupancy (final approval) for a permit be granted until the Floodplain Administrator, the Grading Division and Development Engineering have approved the permit.

HOW AND WHERE THE CERTIFICATES ARE MAINTAINED

All ECs and all required construction certificates, as well as all other permit application documentation shall be stored in the address file in the Office of Records and Information. It shall also be 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. ECs and other required certificates for building located outside the SFHA are to be filed with the address file in the Office of Records and Information, just like all building permit documents.

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 Office of Records and Information. Copies may be provided upon request, unless additional time is required for research and records retrieval. In such cases, the City will respond to the request within ten (10) business days. All document duplication fees will be based on the City's current Fee Resolution.





Bulletin 328 Construction Certificate Management Procedures (002)

Final Audit Report

2021-12-15

Created:	2021-12-15
By:	Lucy Prado (lprado@cityofirvine.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAe5Yw3iVLp0hwg35MkvA0EJAnk3BMRQfw

"Bulletin 328 Construction Certificate Management Procedures (002)" History

-  Document created by Lucy Prado (lprado@cityofirvine.org)
2021-12-15 - 9:15:11 PM GMT- IP address: 63.194.45.134
-  Document emailed to Steven Carrillo (scarrillo@cityofirvine.org) for signature
2021-12-15 - 9:16:40 PM GMT
-  Email viewed by Steven Carrillo (scarrillo@cityofirvine.org)
2021-12-15 - 9:27:43 PM GMT- IP address: 75.54.102.101
-  Document e-signed by Steven Carrillo (scarrillo@cityofirvine.org)
Signature Date: 2021-12-15 - 11:31:25 PM GMT - Time Source: server- IP address: 75.54.102.101
-  Agreement completed.
2021-12-15 - 11:31:25 PM GMT