


Kenner Inspection and Code Enforcement Department		
	Construction Certificate Management Plan	
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I. PURPOSE

The purpose of this document is to explain the 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 we make these certificates available to the general public.

II. CONTEXT

The Department of Inspections and Code Enforcement is responsible for the administration of all development issues within the City of Kenner 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 plan reviews are conducted by the Residential, Commercial, and Landscape Plan Reviewers; inspections are conducted by Inspectors.

III. PROCEDURES

A. TYPES OF CERTIFICATES REQUIRED (FIRST REQUIREMENT)

When any new construction (including additions), substantial improvement, or repair for a substantially damaged building is conducted in the Special Flood Hazard Area (SFHA) AE Zone as well as X Zones, the Department of Inspections and Code Enforcement shall require an EC, and any other floodplain-related certificate that is appropriate (such as Floodproofing Certificate for Non-Residential Buildings or Engineered Opening Certificate) for the development.

The City of Kenner does not permit buildings to be constructed in V or VE Zone (currently on the lake side of the north levee). If any such proposals are submitted, they will follow all applicable Ordinances, including the freeboard required in the Flood Damage Prevention Ordinance and appropriate enclosure limitations associated with ground-level access coverings as well as required Design Certificates.

B. CERTIFICATES SUBMISSION (SECOND REQUIREMENT)

The required documents for construction and permitting shall be submitted to the Department of Inspections and Code Enforcement to a clerk for documentation and tracking in the city software system in the quantity and type (paper/electronic) as designated in the applicable ordinances (including but not limited to Flood Damage Prevention Ordinance).

C. CERTIFICATES REVIEW (THIRD REQUIREMENT)

The required documents, as specified in the applicable ordinances, shall be reviewed by the Residential and/or Commercial Plan Reviewer(s) as well as the Chief Building Officer, the Deputy Chief Administrator of Public Works (a professional engineer), the Director of Wastewater or her designee if applicable, or other persons to meet all aspects of compliance and verification. This review includes any policies such as considerations for Special Requirements Policy, Stormwater Management Runoff Control, substantial damage thresholds in the Substantial Damage Management Policy, landscape requirements, or other applicable aspects of plan review.

D. CERTIFICATES PROCESSING (FOURTH REQUIREMENT)

1. The applicant shall submit either an EC marked "Construction Drawings" or a Benchmark Certificate with the Building Permit Application. This EC shall be used to determine if the proposed design is in compliance with the Flood Damage Prevention Ordinance and attached documentation may be used for review with any other ordinance(s) for building/ zoning/ development purposes if necessary, such as but not limited to: Stormwater Management; Stormwater Runoff, and; Landscape Regulations. After the foundation is built and the elevation of the lowest floor is determined, another EC shall be submitted 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. 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 (or final approval of the permit) is issued. At this point, all other required certificates must also be submitted and reviewed.

The process for handling, reviewing, approving/ denying, and storing ECs is as follows:

- a. Reference Survey provided in Permit packet and pertinent City of Kenner Geoportal maps to verify Address/Lot information.
- b. Reference FEMA FIRM map to determine appropriate Flood Zone.
- c. Reference Permit Application to confirm type of project (i.e. Commercial, Residential, Substantial Improvement, Accessory, etc)
- d. Reference Construction Documents provided in Permit packet to verify Diagram Number and appropriate height listings throughout the Elevation Certificate.
- e. Based on steps above, review the remainder of the certificate to verify compliance with FIRM map and City of Kenner Flood Ordinance/higher standards.
- f. Should any information be found to be incorrect, markup Elevation Certificate as needed and return to surveyor for revision.
- g. Upon receipt of revision, review for correctness.

- h. Once Elevation Certificate is verified to be correct, update City of Kenner Inspection status as received and reviewed.
 - i. Scan into Electronic Archive for access by the City of Kenner and its residents.
- 2. If a Floodproofing Certificate for Non-Residential Structures is required for a floodproofed non-residential building, an EC is not required (however, the Department of Inspections and Code Enforcement requires one to help verify compliance with the aforementioned ordinances. A complete and correct Floodproofing Certificate is required to be submitted using the same process as ECs once construction is finished on the building and prior to issuing a Certificate of Occupancy.
- 3. 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. Be sure the developer submits either the International Code Council® Evaluation Service (ICC-ES) form for the engineered opening or 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.

E. HOW CERTIFICATES ARE CORRECTED (FIFTH REQUIREMENT)

The architect or designee assigned to review and process ECs consults the CRS EC Checklist when reviewing an EC to ensure all required fields are completed correctly as well as the Jefferson Parish Director of Floodplain Management's EC Guide. When an error is noticed on an EC, there are three ways to correct it:

- a. For any inaccurate or incomplete information in Section C2, the city's architect or designee should request a new certificate from the applicant or their representative (surveyor/engineer/architect) who certified the form.
- b. If incomplete or inaccurate information is found in the other sections, the city's architect or designee can do the following. City staff WILL NOT mark a signed and sealed form.
 - i. The forms may be returned to the applicant (or their representative) with instructions on what needs to be changed or corrected; or
 - ii. A separate memo with the correct information and attach the Memo of Correction with the certificate returned (which may be in electronic format).
- c. In no case shall the City of Kenner accept a "Finished Construction" EC until all corrections deemed appropriate and necessary are addressed. In no cases shall a Certificate of Occupancy or a Final Inspection for a permit be granted until the city's architect or designee and the Chief Building Official have approved the permit.

According to city ordinance, the Floodplain Administrator/CRS Coordinator and/or the Chief Building Official shall have the right to inspect at least annually for conversion (meaning construction or

alterations without appropriate permitting) with seventy-two (72) hour notice. If it is found that adjustments to the property were conducted/made without permitting, the Chief Building Official can implement or levy fines and penalties as per ordinance.

F. HOW CERTIFICATES ARE MADE AVAILABLE TO INQUIRERS (SIXTH REQUIREMENT)

The City of Kenner maintains an electronic database available to the public for remote access of Elevation Certificates. The system has documents scanned and linked to the appropriate addresses by Clerks in the Department of Inspections and Code Enforcement and/or Plan Reviewers, with those electronic links coded by the Information Technology Department systems for electronic searching online. Located on the city's official website, under "Inspections and Code Enforcement" with the section heading "Elevation Certificates", any member of the public can access existing ECs.

When a member of the general public requests in writing or in person a copy of an EC, the request shall be initiated with the Department of Inspections and Code Enforcement. The Department Clerk assisting the inquiry shall act on the in-person request immediately and shall have three (3) business days to respond to written inquiries in accordance with the Louisiana Public Records Law to make a copy of the requested information and make the documentation available to the inquirer.