

Elevation Certificate Policy & Procedure

Mobile Home Installation Permit Applications

Per Unified Development Code Chapter 350-210

- An Elevation Certificate is required for all construction within a Federal Emergency Management Agency (FEMA) designated floodplain. If you are unsure if your property is in a FEMA Special Flood Hazard Area, contact the Flood Commission at 575-525-5558.
 - An Elevation certificate is issued by the County Floodplain Administrator in order to obtain the elevation of the lowest floor (including basement) of all new and substantially improved buildings. It is to be used to provide elevation information necessary to ensure compliance with community floodplain management ordinances, to determine the proper insurance premium rate, and to support a request for a letter of map amendment or revision (LOMA or LOMR-F)
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Requirements:

- All manufactured homes/mobile homes shall be skirted on all sides within 90 days of installation.
 - The skirting shall be self-ventilating, and shall be installed to prevent entry of and direct rainfall.
 - Materials used for skirting shall be of metal, rock, concrete block, or other noncombustible, fire-resistant materials as approved by the Building Services Department.
 - If non-breakaway skirting material is used, the enclosed area below the lowest floor is subject to enclosure requirements:
 - A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
 - The bottom of all openings shall be no higher than one foot above grade.
 - Openings may be equipped with screens, louvers, valves, or other covering or devices, provided that they permit the automatic entry and exit of floodwaters.
 - All manufactured homes to be placed or substantially improved within a FEMA Special Flood Hazard Area on a community's FIRM shall be installed using methods and practices which minimize flood damage.
 - Manufactured homes shall be elevated and anchored to resist flotation, collapse, or lateral movement.
 - Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces.
 - Manufactured homes that are placed or substantially improved within a FEMA Special Flood Hazard Area on the community's FIRM are required to be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to or above the base flood elevation OR the manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade, whichever is greater.
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- For "New Construction"
 - Pre-Placement Construction Elevation Certificate
 - An elevation certificate must be signed and sealed by a New Mexico Registered Professional Surveyor and returned to the Flood Commission Office prior to any construction on site has begun. A building permit can be released by the Flood Commission upon receipt and acceptance of Elevation Certificate.
 - Section C must have Benchmark & Datum listed, with HAG & LAG elevations provided in the appropriate sections in order to be accepted by the Flood Commission.

- Post Placement Elevation Certificate
 - An elevation certificate must be signed and sealed by a New Mexico Registered Professional Surveyor, and returned to the Flood Commission Office after construction is complete. A Certificate of Occupancy cannot be issued until Post Construction Elevation Certificate is accepted by the Flood Commission.
 - Section C & D must be filled out completely in addition to photographs of all sides of the structure and any machinery/equipment servicing the building must be included in the packet before being accepted by the Flood Commission
 - For “Existing Structures”
 - Post Placement Elevation Certificate
 - An elevation certificate must be signed and sealed by a New Mexico Registered Professional Surveyor, and returned to the Flood Commission Office after construction is complete. A Certificate of Occupancy cannot be issued until Post Construction Elevation Certificate is accepted by the Flood Commission.
 - Section C & D must be filled out completely in addition to photographs of all sides of the structure and any machinery/equipment servicing the building must be included in the packet before being accepted by the Flood Commission
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Procedure:

