



Town of Wells, Maine
Code Enforcement Office

208 Sanford RD, Wells, Maine 04090
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Memorandum For: Contractors, Surveyors and Residents of the Town of Wells

Subject: **Requirements/process for FEMA Elevation Certification**

1. The following outlines the process for compliance this office is requiring.
 - a. Prior to the Issuance of a Phase 2 Building Permit a Maine State Engineer or Surveyor shall complete an Elevation Certificate (Building Under Construction) FEMA form 086-0-33. A copy of the Elevation certificate must be submitted to the Code Enforcement Office.
 - b. Prior to or at Final Inspection a Maine State Engineer or Surveyor shall complete an Elevation Certificate (Finished Construction) FEMA form 086-0-33. A copy of the Elevation certificate must be submitted to the Code Enforcement Office.

Flood zone

2. The Certificate of Occupancy will not be issued without a compliant Elevation Certificate.