

ELEVATION CERTIFICATES: DATA EXCHANGE PROCEDURE

2/12/2021

Please use the Building Identifier to name your Elevation Certificates with the Full GIS Parcel ID + underscore + Address Building Number. You should be able to copy all this information from the Flood Tool Results Query Panel. One can use this format for **Building Pictures** as well.

<< Example >>

Parcel ID: **01-08-0011-0069-0000**

Address: **604** S Main St, Philippi, West Virginia, 26416

Building ID: 01-08-0011-0069-0000_604

For the scanned elevation certificates, we prefer to have “finished” elevation certificates and the building pictures in color. You can use our FTP service to send us the scanned certificates.

If there is no building number, then use the value **9999** instead. If there is no parcel number, then use the County Code_ District Code_Map Number_ **0000-0000**.

Here are some more examples for buildings located in Jefferson County:

19-10-0003-0034-0000_206

19-04-010A-0002-0001_33

19-02-0013-0007-0006_223

19-05-0004-0025-0000_744

19-05-0004-0025-0000_744A (Building Unit A in same parcel)

19-05-0004-0025-0000_744B (Building Unit B in same parcel)

19-10-003A-0019-0000_115

19-09-005B-0028-0000_267

19-05-0004-0025-0000_780

19-02-0016-0017-0002_656

19-05-0004-0025-0000_9999 (no building number scenario; if more than one building in parcel missing address number then sequence 9999, 9998, 9997, etc.)

19-09-005A-0040-0000_34

19-09-005A-0000-0000_34 (no parcel number scenario; include county code, district code, and map number; parcel number and parcel suffix all zeros)

19-05-0004-0025-0000_754

Resource Documents:

- Building Identifier Guide:
https://data.wvgis.wvu.edu/pub/RA/resources/FRA/FRA_Building_Identification.pdf
- Elevation Certificates:
https://data.wvgis.wvu.edu/pub/RA/resources/FloodTool/WV_Flood_Tool_Elevation_Certificates.pdf