

REQUIRED DOCUMENTATION

In order to ensure compliance and provide reasonable assurance that due diligence had been applied in designing and constructing dry floodproofing measures, the following information must be provided with the completed Dry Floodproofing Certificate:

1. **Photographs.** All photographs must be clear and in color, identified and include the date taken. Where the building is in the course of construction, provide clear descriptions of any other dry floodproofed components and attachments to be incorporated.
 - a. Photographs of all sides and aspects of the floodproofed building.
 - b. Photographs of all components used to provide dry floodproofing protections (shields, gates, barriers, sump pumps, backflow (non-return) valves or shutoff valves, etc.).
 - c. Photographs of the installed barriers/shields and corresponding clear photographs of openings areas where barriers and shields are deployed without the barriers/shields installed (doors, windows, ventilation intakes, etc.).
 - d. Photographs of penetrations through dry floodproofed envelopes (utilities, mechanical).
 - e. Photographs of backup power source for sump pumps.
2. **Comprehensive Flood Emergency Operations Plan** for the entire structure to include but not limited to:
 - a. The personnel, equipment, tools, and supplies needed to deploy all dry floodproofing system components with sufficient time prior to the onset of flooding or conditions such as high winds that could interfere with efficient deployment of measures.
 - b. Clearly defined chain of command and assigned responsibilities for personnel involved in the installation of dry floodproofing measures.
 - c. Procedure for notifying personnel responsible for installing dry floodproofing measures, along with a list of duty requirements.
 - d. Decision tree that identifies the sequence, timeline, and responsible parties for installing the dry floodproofing components, including the triggers or benchmarks that will initiate procedures.
 - e. Written description and map of the storage locations and types of dry floodproofing measures to be installed or deployed (shields, gates, barriers, and components as well as all associated hardware), along with any equipment, tools, and materials required for installation.
 - f. Conditions that require the deployment of active dry floodproofing measures (e.g., installation of flood shields, closing of flood doors, closing of manual valves, staging of pumps).
 - g. Instructions for installing or deploying each dry floodproofing measure and the order of installation if important for effectiveness.
 - h. Instructions for connecting standby (emergency) power source (e.g., generator) for critical equipment such as sump pumps and egress lighting
 - i. Contact information for the manufacturer and designer to expedite obtaining replacement parts and support as needed
 - j. Evacuation plans for all personnel
 - k. Requirements for installation and deployment drills and training program (at least once a year)
 - l. Requirement for regular review and update of the plan procedures
3. **Comprehensive Inspection and Maintenance Plan** for the entire structure to include but not limited to:
 - a. Exterior envelope of the structure, such as wall and foundation systems, to identify possible structural and waterproofing deficiencies such as cracks, water staining, and penetrations.
 - b. All penetrations to the exterior of the structure.
 - c. Slabs and wall/slab joints, including structural and drainage deficiencies.
 - d. Flood shields, gates, panels, doors, glazing, barriers, and other components designed to provide dry floodproofing protection, including all seals, gaskets, fasteners, and mounting hardware and tools.
 - e. Sump pumps (or self-priming pumps) and interior drain system.
 - f. Emergency power systems.
 - g. Testing of emergency generators, sump pumps, and other drainage measures.
 - h. Backflow (non-return) valves or shutoff valves.
 - i. Location of all flood shields, gates, panels, and other components including all hardware along with any materials or tools needed to seal the dry floodproofed area.
 - j. Contact information for the manufacturer of the shields and other components to determine the availability of replacement gaskets, seals, and other parts and to ask questions.
 - k. Cadence of inspection and maintenance plan.
4. **Building owner** acknowledgment that verifies that the owner is aware of the criteria for when the dry floodproofing measures must be installed and that they know how to install all the measures. This would be signed by the owner. Additionally, if the measures are to be installed by a third-party, then the third-party contractor must sign that they know how to install the measures.