

Flood Insurance Processing Center  
PO Box 2057  
Kalispell, MT 59903  
Phone: 800-637-3846

Date: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Insured Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

**ENCLOSURE/PROPER VENTING WORKSHEET**

The National Flood Insurance Program (NFIP) requires the following information for all elevated buildings that have an enclosure, basement or crawlspace. If the structure has multiple enclosures, a separate worksheet should be completed for each enclosure.

Is the floor below grade on all sides?  Yes  No If yes, how far? \_\_\_\_\_

Lowest floor elevated by:

Piers, posts or piles  Masonry/concrete piers or columns

Concrete shear walls  Wood shear walls  Solid foundation walls

Are the enclosure walls finished?  Yes  No

Is the enclosure used for other purposes?  Yes  No

Enclosure/crawlspace size (square feet): \_\_\_\_\_ Does the enclosure have vents?  Yes  No

Number of compliant vents: \_\_\_\_\_ Totals square inches of venting: \_\_\_\_\_

Are the vents engineered?  Yes  No If yes, Model # \_\_\_\_\_

What is the wall material?

Insect screening  Light wood lattice  Solid wood frame walls

Solid wood frame walls (non-breakaway)  Wooden Slats

Masonry walls (non-breakaway)

Masonry walls (breakaway) – must submit engineer's signed statement certifying the walls are breakaway

Other – please describe: \_\_\_\_\_

Are there appliances in the enclosure, crawlspace or basement?  Yes  No

Value of appliances:  \$5K or less  \$5001-\$10K  Over \$10K

Appliance value if over \$10K \_\_\_\_\_

Proper venting criteria: A flood vent is an opening that allows for free passage of water automatically in both directions without human intervention. There must be a minimum of two openings, on different sides of the enclosure. The bottom of each opening must be within one foot of the ground. If there is more than one enclosure, each enclosure must have proper openings.

As an alternative to proper openings as outlined above, the NFIP will allow the insured to submit a certification by a registered professional engineer or architect that the design of the venting will allow for the automatic equalization of hydrostatic flood forces on exterior walls. A WINDOW, DOOR, OR GARAGE DOOR IS NOT CONSIDERED A PROPER OPENING.

Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_