Harleysville Flood Processing Center
PO Box 2057
Kalispell, MT 59901

Phone: 888-453-0598 **Fax: 406-756-8263 (East Coast)**
406-756-8744 (Midwest)

Insured Name:_____Policy Number: _____
Property Address: _____

A, AO, AH, AE, A1-A30 ENCLOSURE / PROPER VENTING WORKSHEET

National Flood Insurance Program guidelines require that for all elevated buildings where there is an enclosure or crawlspace indicated, the following information must be provided.

Please complete this worksheet to supplement the application so that the policy may be processed.

Enclosure/Crawlspace Information:

Is the enclosure/crawlspace floor below the lowest grade (ground) level on all sides?
☐ **Yes** ☐ **No**
If yes, how many feet is the floor below the ground level? _____
If No, please complete the following questions:
Enclosure Size (square feet):
_____

Is the enclosure finished or is the enclosure used for any other purpose other than parking, access, or storage?
☐ Yes ☐ No

Number of Vents (w/in 1 ft from ground):_____
Size of each Vent:_____
(in dimensions: height by width or total square inches).

Is there a Garage attached to the Building? ☐ **Yes** ☐ **No**

If yes, please complete the remaining questions regarding the garage info.

If no, you may stop here.

Garage Size (square feet):
_____

Is the garage finished or is the garage used for any purpose other than parking, access, or storage?
☐ **Yes** ☐ **No**

Number of Vents (w/in 1 ft from ground):_____
Size if each Vent: _____
(in dimensions: height by width or total square inches).

<u>The criteria for proper venting is as follows:</u>

All enclosures below the lowest elevated floor must be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. A *minimum* of two openings, with positioning on at least two walls, having a total net area of not less than 1 square inch for every square foot of enclosed area subject to flooding must be provided. The bottom of all openings must be no higher than 1 foot above the grade underneath the openings. If there is more than one enclosure then each enclosure must have proper openings.

As an alternative to proper openings described above, a registered professional engineer or architect may certify that the openings are designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters.
A window, a door, or a garage door is not considered a proper opening.

Agent Signature: _____