



Checklist for Mississippi Cottage Occupants Elevating a Cottage Above 5'7"

If you are pre-qualified to purchase your cottage and it is to be placed in a floodplain requiring elevation above 5'7", you will be responsible for all costs associated with permanently installing and elevating your cottage. The documents listed below must be submitted to MEMA prior to cottage sale and subsequent ownership transfer.

Note that all foundation plans and ensuing work must be designed and inspected by a professional engineer registered in the State of Mississippi and that construction work must be completed within 90 days of signing the Cottage Purchase Agreement. Transfer of ownership of the cottage will not occur until the cottage is completely installed by your contractor and approved by your local jurisdiction's building and code office as well as the engineer who designed your foundation.

The following documents must be submitted to MEMA at the time of signing the **Cottage Purchase Agreement** with MEMA:

1) Elevation Certificate (based on proposed elevation) and Boundary Site Survey with setback requirements	<input type="checkbox"/>
2) All local building permits	<input type="checkbox"/>
3) Signed contract with licensed and bonded building contractor	<input type="checkbox"/>
4) Engineer-submitted foundation plans specific to the applicant's cottage and site including MEMA-issued verification that plans include language noting that MEMA's Foundation Design Criteria has been met*	<input type="checkbox"/>
5) Proof of required insurances: All hazards, including flood	<input type="checkbox"/>

The following documents must be submitted to MEMA at the time of signing the **Final Closing Documents** with MEMA:

6) Elevation Certificate (based on completed construction)	<input type="checkbox"/>
7) Certification letter from professional engineer stating foundation is complete and has been constructed according to the plans submitted (item 4)*	<input type="checkbox"/>
8) Certificate or other proof of customary termite treatment	<input type="checkbox"/>
9) Certificate of Occupancy or equivalent issued by jurisdiction	<input type="checkbox"/>

*Engineer-submitted documents must include the engineer's signature and stamp and contain the following information: MEMA barcode, unit serial number, applicant name and permanent unit site address. The letter accompanying the submitted foundation plans must certify that the plans were designed in accordance with the "MEMA Park Model and Cottage Foundation Design Criteria". The certification letter must certify that the foundation has been constructed in accordance with and meets all specifications of the engineer's previously submitted foundation plans. Any statement that does not comply with these requirements will not be accepted.

Engineers may visit MEMA's website at <http://www.ms-cottage.org/plans/> for the Foundation Design Criteria and Requirements and Submittal Procedures.