

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

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

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

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

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

**ALTERNATIVE OPENINGS**

Confirm that the building contains proper flood openings by submitting one of the acceptable forms of documentation listed below.

*Criteria for proper flood openings – A flood vent is a permanent opening that allows for free passage of water automatically in both directions without human intervention. There must be a minimum of two openings, on at least two sides of the enclosure, having a total net area of not less than one square inch for every square foot of enclosed area subject to flood. The bottom of all openings must be within one foot of the interior or exterior grade immediately under the openings. Openings may be equipped with screens, louvers, valves, coverings or devices provided they permit the automatic entry and exit of flood waters. Windows, doors, or garage doors are not considered proper openings.*

In situations where the proper opening criteria, as defined above, cannot be met, one of the following alternatives may be used:

1. A registered professional engineer or architect certification that the flood openings are designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. For acceptable certifications, refer to FEMA Technical Bulletin 1 “Openings in Foundation Walls and Walls of Enclosures” in the FEMA Library at [www.fema.gov/library](http://www.fema.gov/library).
2. A letter or other written evidence from the community building official that the flood openings have been accepted by the community as an alternative to the openings requirement in the International Building Code of the local ordinance, based on the issuance of an Evaluation Report on openings by the International Code Council Evaluation Service, Inc. (ICC-ES).
3. An Evaluation Report issued by the ICC-ES that the automatic flood vents meet code requirements. This report provides the details on the number of flood vents required for a specified square footage of enclosed area below the base flood elevation.