

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 or crawlspace. If the structure has multiple enclosures, a separate worksheet should be completed for each enclosure.

Lowest floor elevated by:

Piers, posts or piles

Solid foundation walls

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 # \_\_\_\_\_  
Is there any Machinery or Equipment below the elevated floor of the building? Yes No  
Are there any appliances below the elevated floor of the building? Yes No

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: \_\_\_\_\_