



Construction Services & Permitting
FEMA Elevation Certificate
Submission for Review
Revised February 9th, 2016

Thank you for submitting your FEMA Elevation Certificate. Your certificate will undergo a review which may generate comments or will be approved. The comments or approval will be posted as an inspection result for the permit associated with the address on the certificate.

If corrections are necessary, we would need to have proper contact information. Therefore, please help us to better inform you by providing the following information:

Permit Number: _____

Job Address: _____

Contact Person: _____

Phone Number: _____

E-Mail: _____

Surveyor Name: _____

Surveyor E-Mail: _____

PLEASE NOTE:

You will not be able to request additional inspections without an approved Elevation Certificate.

During the course of your project, you must submit two separate Elevations Certificates:

- 1) The first Elevation Certificate is an “Under Construction” certificate. This first certificate must be submitted after the lowest floor is constructed or poured, and before the lintel inspection can be requested. Inspections conducted before the approval of the “Under Construction” certificate may not be valid.
- 2) The second Elevation Certificate is identified as “Finished Construction” and must be submitted before the final building inspection is requested.