



NOTICE TO INDUSTRY

Elevation Certificates

EFFECTIVE Monday, February 5, 2024

The Building Division has created a new process for Elevation Certificates. This process applies to both paper and electronic permits.

Customers must now login to CSS to request the Elevation Certificate (under) and Elevation Certificate (finished) inspections. Note, IVR is not available for the Elevation Certificate inspections.

When requesting the Elevation Certificate (under) or Elevation Certificate (finished) inspections, note that the requested date is not the date the document will be reviewed. Once the Building Division has received the inspection request, a reviewer and review date will be scheduled.

Customers must still submit the associated document(s):

- For online and paper permits, upload the documents to the Attachments section of your permit at the same time you request the inspection.

Any inspection request for Elevation Certificate (under) or Elevation Certificate (finished) that is NOT accompanied by the applicable document will be FAILED.

Any Elevation Certificate (under) or Elevation Certificate (finished) that is submitted WITHOUT requesting the corresponding inspection will NOT be reviewed.

There are no changes to the document submission requirements. There are no changes to traditional on-site field inspections. There are no changes to Final Survey, Blower Door Test, and Compaction inspections.

Notice Issued: 1/18/2024