

# Elevation Certificate Intake Sheet

For Under Construction and Finished Construction Elevation Certificates

## Under Construction Elevation Certificate Overview

The Under Construction Elevation Certificate should be submitted simultaneously with the 10-day spot survey. Sections A and B must be completed in full, as shown on the approved construction plans. Section C should include only those elevations that can be surveyed, such as C2a) and C2d). If the approved plans indicate a garage slab, this elevation must be provided in C2d). Pictures capturing of all sides of the building are required and must be labeled (e.g., front, rear, right side, left side). Before obtaining County approval of the Under Construction Elevation Certificate, the permit holder's construction activities are at his/her own risk. Note: Manufactured Homes are not required to submit an Under Construction Elevation Certificate.

## Finished Construction Elevation Certificate Overview

A Finished Construction Elevation Certificate must be completed after all of the machinery and equipment has been installed, and the grading around the building has been completed. The Finished Construction Elevation Certificate is required before issuance of the certificate of occupancy or certificate of completion.

## General Information for Applicant

- **ALL PAGES of the Elevation Certificate are required, including Sections E, F, and G.**
- Paper Elevation Certificates must be signed, dated, and stamped, pursuant to F.S. 472.025, as amended.
- Elevation Certificates that are transmitted electronically must be signed, dated, and stamped electronically with a seal in accordance with F.S. 668.001-668.006, as amended, and can be authenticated by county staff (registration may be required).
- For general questions regarding floodplain management, including flood zone and Base Flood Elevation information, email: [FloodInfoRequest@colliercountyfl.gov](mailto:FloodInfoRequest@colliercountyfl.gov).
- To submit electronic Elevation Certificates, email: [BuildingFloodDocs@colliercountyfl.gov](mailto:BuildingFloodDocs@colliercountyfl.gov).

## Permit Information – To be completed by the Applicant

Permit Number	Description of Permit (e.g. house, pool equipment, generator, etc.)

## Section G – To be completed by Floodplain Management Section Staff

Section G utilized by County Staff:  Yes  No

E-permit:  Yes  No

Permit Issue date: \_\_\_\_\_