



**DEVELOPMENT AND PUBLIC SAFETY AGENCY  
INTEROFFICE MEMORANDUM**

**TO: All Inspection staff and Private Professional Engineers**  
**FROM: Lee Peek, Assistant Director**  
**DATE: February 11, 2004**  
**SUBJECT: Certificate of Elevation Requirements**

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Effective for all permits issued on, or after, March 1, 2005-

The Flood Plain Elevation Certificate must be provided with all foundation-type inspections (where applicable).

- Upon arriving at the site the inspector will view the approved site plan to determine if an Elevation Certificate is required. When an Elevation Certificate is required it will be noted on the approved site plan. The notation method will be; a sticker stating “C.O.-Hold for: ( ) Certificate of Elevation” “DH-C”, “MFFE”, or “LFFE” printed or written on the plan. The hold will also be noted on Permits Plus.
- The inspector may perform the foundation inspection. If the foundation meets all other applicable requirements the inspector may grant a “partial approval” until the Elevation Certificate is provided.
- An Elevation Certificate (blank copy included) can only be accepted if it contains a valid seal (P.E., Registered Land Surveyor, or Registered Architect), signature and statement that the lowest floor level is a minimum of *three feet* above the flood plan.
- When a partial approval is granted the inspector will make Permits Plus entries as follows; enter the partial approval and state that a Elevation Certificate is required, identify any other issues found, go the “LHN” section of the tool bar, place a “HOLD” on the project and enter the reason in the comments section. Since the Private Engineers cannot place holds or enter comments into Permits Plus they are to email this information to [Inspection.ReportDSD@co.fulton.ga.us](mailto:Inspection.ReportDSD@co.fulton.ga.us) for Permits Plus entry.
- Once the inspector receives the Certificate of Elevation, and there are no other outstanding issues, the status is to be changed to “Approved” and the “HOLD” is to be released.
- All elevation certificates are to be sent to Mary Louise Upshaw for placement in Permits Plus. Engineers will email (preferred) or fax (404 8436023) the certificates to Mary Louise Upshaw’s office where staff will complete the Permits Plus portion of the process and forward the certificates to Public Works.

Please contact me if you have any questions.

cc: Ibrahim Maslamani, Deputy Director  
Mary Louise Upshaw, Assistant Director

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? ENVIRONMENT AND COMMUNITY DEVELOPMENT DEPARTMENT ?  
? FIRE DEPARTMENT ? PARKS AND RECREATION DEPARTMENT ?  
? POLICE DEPARTMENT ? PUBLIC WORKS DEPARTMENT?