



Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

MEMORANDUM

Bulletin G- 18-02

TO: Contractors and Owner-Builders
FROM: Terry Cotter, CBO, CFM, Building Official
SUBJECT: Elevation Certificates
Date: January 22, 2018

In an effort to expedite Elevation Certificate reviews, electronic submission will be accepted provided all of the following requirements are met starting January 1, 2018.

Nassau County Building Department will be accepting Elevation Certificates that are in a PDF format and digitally signed. The provider of the Elevation Certificate is responsible to ensure that the certificate is in accordance with Florida State Law and FEMA requirements. Certificates may be provided in traditional paper format or electronically.

Elevation Certificate for **Final Inspection** must have a valid Digital Signature for PDF and a Wet Seal or Raised seal traditional paper certificates.

Elevation Certificate for **Under Construction** should have a valid Digital Signature for PDF and a Wet Seal or Raised seal traditional paper certificates.

All Elevation Certificates that are Digital Signed must be signed with a digital signature provided by a 3rd party Certificate Authority like; Entrust, eTrust, GeoTrust, GlobalSign, IdenTrust and Verisign and be in a PDF Format. No self-signed digital signatures will be accepted. Additional, Florida Statute Chapters 471 and 481 and Florida Administrative Rules 61G15-23 and 61G1-16 outline the various acceptable methods for design professionals to digitally sign and seal Elevation Certificates using commonly accepted public/private key technology provided by various vendors. The department also requires that the professional submits a signed and sealed statement attesting that the method and software that have been utilized to sign and seal the document complies with the intent of the Board Rules.

To acquire and use an "Electronic Digital Signature" for the purpose of "Electronic Seal", or "Electronic Signature", the following steps should be taken:

Review the State of Florida's requirement for "Electronic Digital Signatures" as outlined in Chapter 668 Florida Statutes;

Review the rules and regulations of the Governing Board of your profession or service for their acceptance and additional requirements for "Electronic Digital Signatures" in regards to "Electronic Seal",

Locate a company who acts as a "Certificate Authority" that will issue a "Digital Signature"

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