



Department of Regulatory &
Economic Resources

WEBINAR

Electronic Submission of Elevation Certificates

October 22, 2026

ELEVATION CERTIFICATE

U.S. DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
National Flood Insurance Program

SECTION A – PROPERTY INFORMATION

A1. Building Owner's Name

A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.)

A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.)

SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

B1. NFIP Community Name & Community Number

B2. County Name

Housekeeping

Recording & Presentation Materials

This webinar is being recorded. The recording and presentation materials will be available on the [Elevation Certificate webpage](#).

Microphones

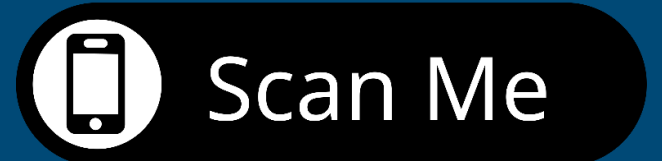
Please keep your microphone muted throughout the presentation.

Questions & Answers

Submit your questions using Zoom's Q&A feature. Questions will be addressed in the chat and/or during the Q&A session following the presentation.

Raise Your Hand

During the Q&A session, use the Raise Hand feature if you would like to ask a question verbally. The moderator will call on participants individually and enable their microphones.



Agenda

- 10:00 – 10:10 AM **Welcome and Introductions**
Cristian Guerrero
- 10:10 – 10:35 AM **Elevation Certificate Electronic Submission & Review Guidelines**
Jose Tormes
- 10:35 – 10:45 AM **Account Registration**
Fabiola Rojas-Moreno
- 10:45 – 11:00 AM **Elevation Certificate Submission**
Fabiola Rojas-Moreno
- 11:00 – 11:15 AM **Corrections Submission**
Fabiola Rojas-Moreno
- 11:15 – 11:45 AM **Questions and Answers Session**
Panelists and Presenters

Presenters and Panelists

Presenters:

Cristian Guerrero

RER Chief
Environmental Permitting Division

Jose Tormes

Flood Plain Construction Supervisor
Environmental Permitting Division

Fabiola Rojas-Moreno

Business Specialist
Business Architecture & Strategic Initiatives Unit

Building & Environmental Permitting

Division Panelists:

Frank Lezcano

Division Chief

Rudy Roman

Flood Plain Construction Inspector

Business Architecture & Strategic Initiatives

Unit Panelists:

Alfredo Alvarez

Business & Portfolio Chief

Erica Garcia

Business Specialist



Enhancing the Elevation Certificate Submission and Review Process

Streamlining the submission and review of Elevation Certificates (ECs) through a fully electronic process.

Key Benefits:

- Submit Elevation Certificates online, anytime and from anywhere.
- Track submissions and monitor their review status in real time.
- Easily access reviewer comments and address required corrections.
- Receive automated notifications throughout the review process.
- Benefit from the automatic release of applicable holds upon Elevation Certificate approval.

Web Resources

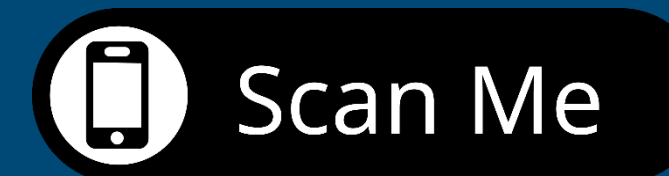
MeetQ



RER Electronic Permits & Reviews System Portal



Elevation Certificate Video Tutorial



How to Connect with Our Review Team

MeetQ Daily – Supervisor Queue

Available Monday, Tuesday, Wednesday, and Friday, from 7:15 AM to 11:45 AM.

To request assistance through the [MeetQ Portal](#):

- Select First Come, First Serve.
- Choose Environmental Permitting.
- Select Environmental Plan Reviewer Supervisor – Flood Review and Inspections.

Design Professional Day – Appointments

Available every Thursday throughout the day for meetings with individual Plan Reviewers.

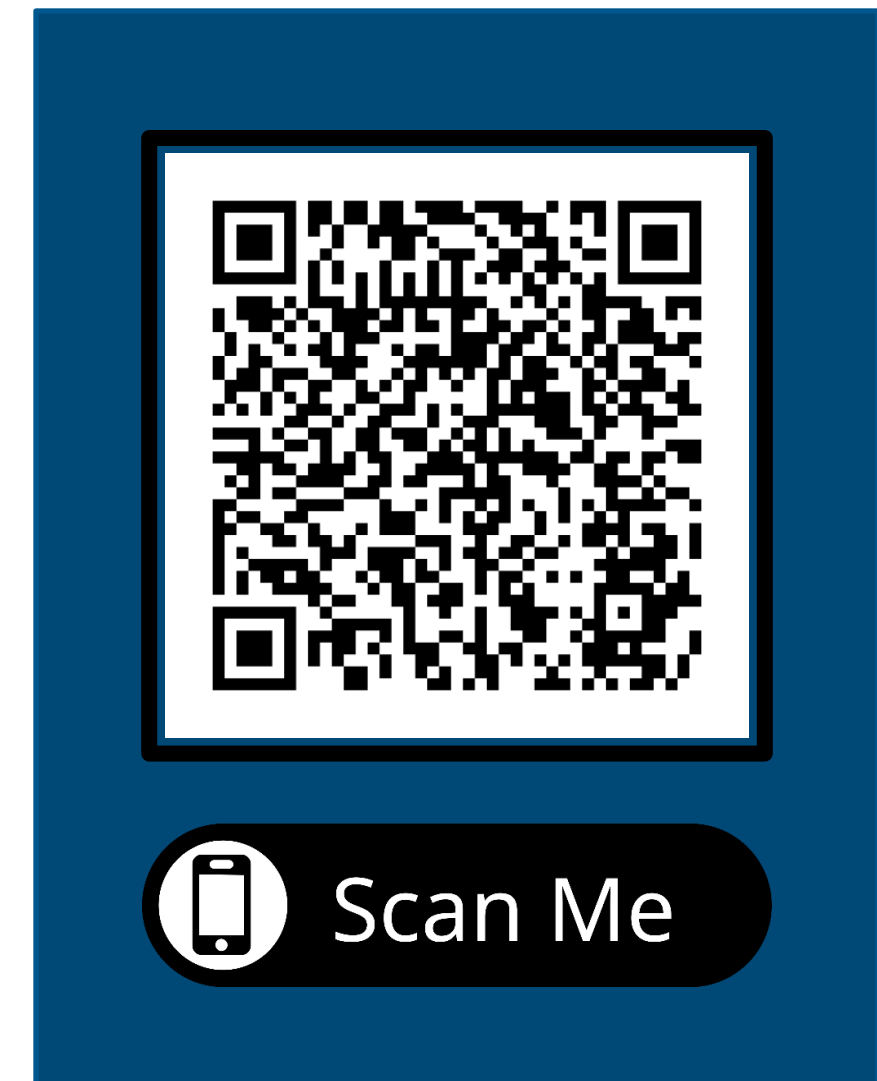
To schedule an appointment through the [MeetQ Portal](#):

- Select Appointments.
- Choose Environmental Core and Specialties.
- Find and select the appropriate Plan Reviewer.

General Inquiries

For additional assistance, contact:

ElevationCertificate@miamidade.gov



Introduction



A **FEMA Elevation Certificate** is an official document that records a building's elevation and other characteristics in relation to the applicable flood hazard information such as the Base Flood Elevation (BFE), where established on FEMA's Flood Insurance Rate Maps (FIRMs) or determined through other accepted methods. It is used to support compliance with applicable federal, state, and local floodplain management regulations.

Elevation Certificate Process

Tie-Beam / Slab Inspection (Under Construction Stage):

An Under Construction Elevation Certificate (Tie-Beam Elevation Certificate) is required by Miami-Dade County following the placement of the concrete slab and prior to the applicable tie-beam inspection. The certificate must be prepared by a qualified surveyor and document the finished floor elevation, adjacent grade elevation, and crown-of-road elevation to verify compliance with applicable floodplain and elevation requirements.

- Miami Dade County Completion Hold 108.

Final As-Built Submittal (Certificate of Occupancy Stage):

Before Miami-Dade County conducts its final Building Inspection or issues a Certificate of Occupancy (CO), you must submit a final, finished "As-Built" Elevation Certificate. This final document officially records the finished elevations of the lowest floor, adjacent ground grades, and all servicing machinery (such as your Air Conditioner Compressor, Water Heater, etc.).

- Miami Dade County Completion Hold 186.

Elevation Certificate Review Process



Targets for completion of reviews

The modernized online portal is designed to improve review efficiency by providing immediate assignment of the Elevation Certificate and automatic holds release.

Elevation Certificate Review

Review of the Elevation Certificate will be completed within 24 hours and comments posted online.

24 Hours

Rework of Elevation Certificate

Automatically assigned to the original reviewer and comments updated within 24 hours

24 Hours

Elevation Certificate Hold released

Immediate release of the EC hold once the EC is approved

Automatic Release

Rework Fee Assessed Automatically

After 2 submittals a rework fee of \$107.34 will be assessed automatically

Payment Required

Tips for a Smooth and Timely Elevation Certificate Review

- **Digital Signature and Seal:** Ensure the Elevation Certificate is digitally signed and sealed.
- **Complete Documentation:** Ensure all applicable sections of the Elevation Certificate are completed in full.
 - Instructions located on the [FEMA webpage](https://fema.gov).
 - FEMA current flood maps for Miami-Dade County may be found at: <https://msc.fema.gov/portal/home>.
- **Rework Submissions:** Submit a corrected Elevation Certificate that addresses all disapproval comments from the previous review.

ELEVATION CERTIFICATE
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Federal Emergency Management Agency (FEMA)

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SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

B1. NFIP Community Name & Community Number
B2. County Name
B3. State
B4. Map Panel Number
B5. Suba
B6. FIRM Index Date
B7. FIRM Panel Effective/Revised Date

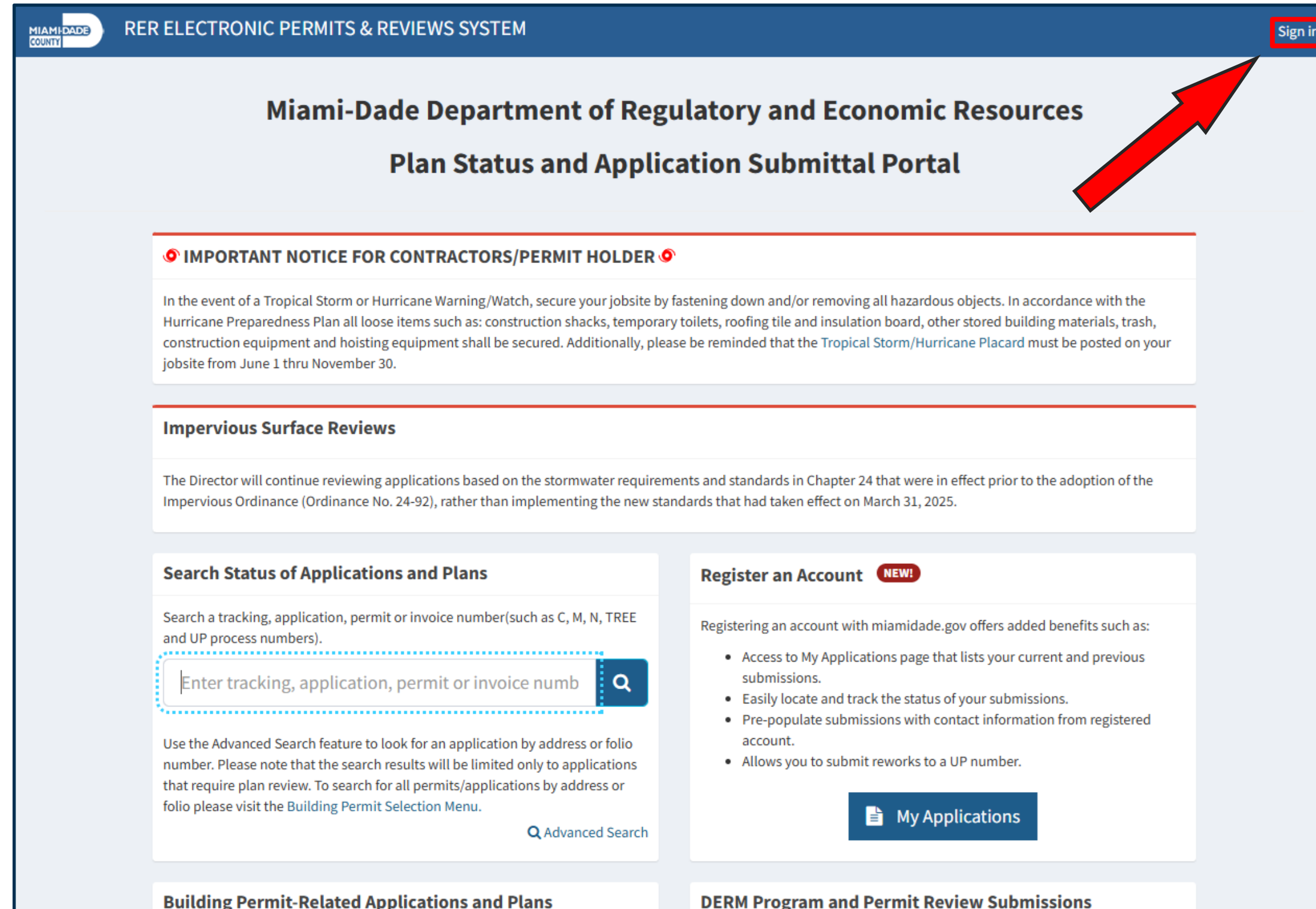
Elevation Certificate Submissions: Step-by-Step Walkthrough

- 1. Creating an Account**
- 2. Submitting an Elevation Certificate**
- 3. Submitting Corrections, if applicable**

Creating your RER Portal Account

Getting started is easy! Once you're on the RER Electronic Permits & Reviews Portal, look for the "Sign In" option in the upper-right corner of the screen.

This is where you'll begin creating your account.

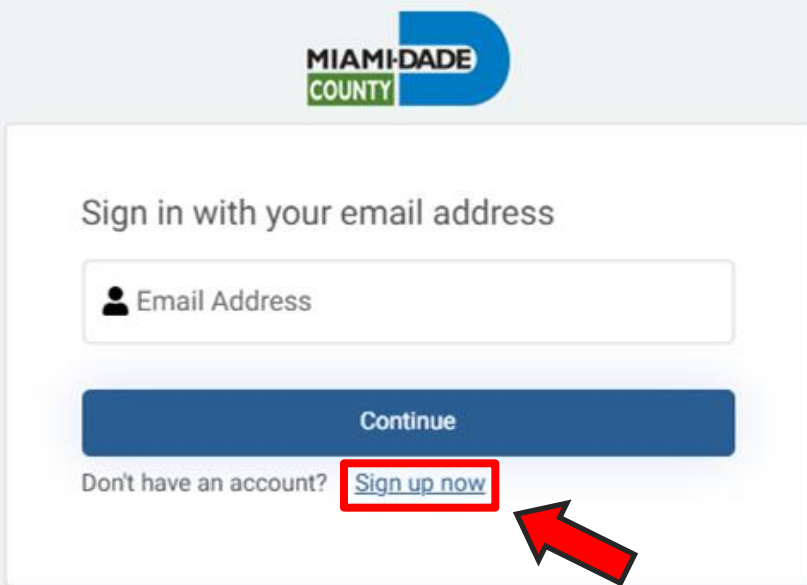


The screenshot shows the RER Electronic Permits & Reviews System portal. At the top, the Miami-Dade County logo is on the left, and the text "RER ELECTRONIC PERMITS & REVIEWS SYSTEM" is in the center. In the top right corner, there is a "Sign In" button, which is highlighted by a red box and a red arrow pointing towards it. Below the header, the main title reads "Miami-Dade Department of Regulatory and Economic Resources Plan Status and Application Submittal Portal". The page content is organized into several sections: 1. "IMPORTANT NOTICE FOR CONTRACTORS/PERMIT HOLDER" with a red circular icon, containing text about securing jobsites during tropical storms. 2. "Impervious Surface Reviews" with text about reviewing applications based on stormwater requirements. 3. "Search Status of Applications and Plans" which includes a search bar with the placeholder text "Enter tracking, application, permit or invoice numb" and a magnifying glass icon, and a link to "Advanced Search". 4. "Register an Account" with a "NEW!" badge, listing benefits of registering and a "My Applications" button. 5. At the bottom, there are two tabs: "Building Permit-Related Applications and Plans" and "DERM Program and Permit Review Submissions".

Creating your RER Portal Account

You will be directed to the Sign In page, where you will find the "**Sign up now**" option.

Select this option to get started with your account registration.



MIAMI-DADE
COUNTY

Sign in with your email address

Email Address

Continue

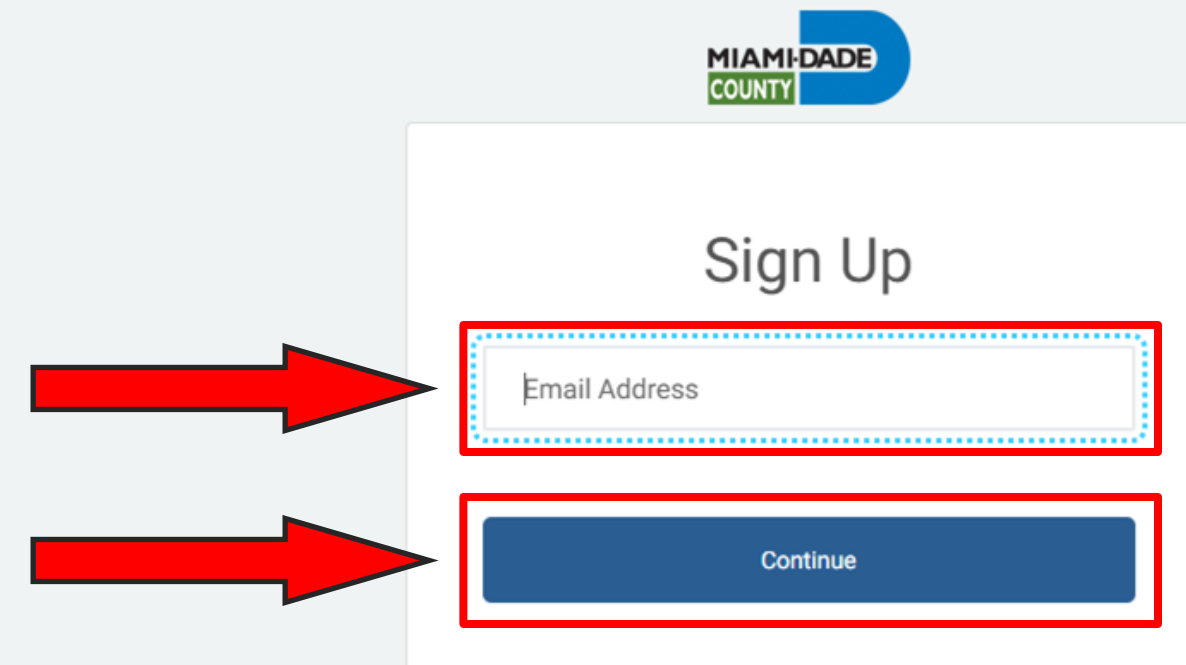
Don't have an account? [Sign up now](#)

Having trouble? [Read more about recent login system changes](#)

Creating your RER Portal Account

First, you will need to provide the email address you would like to use for your account.

Once you have entered your email address, select **"Continue"** to move forward.

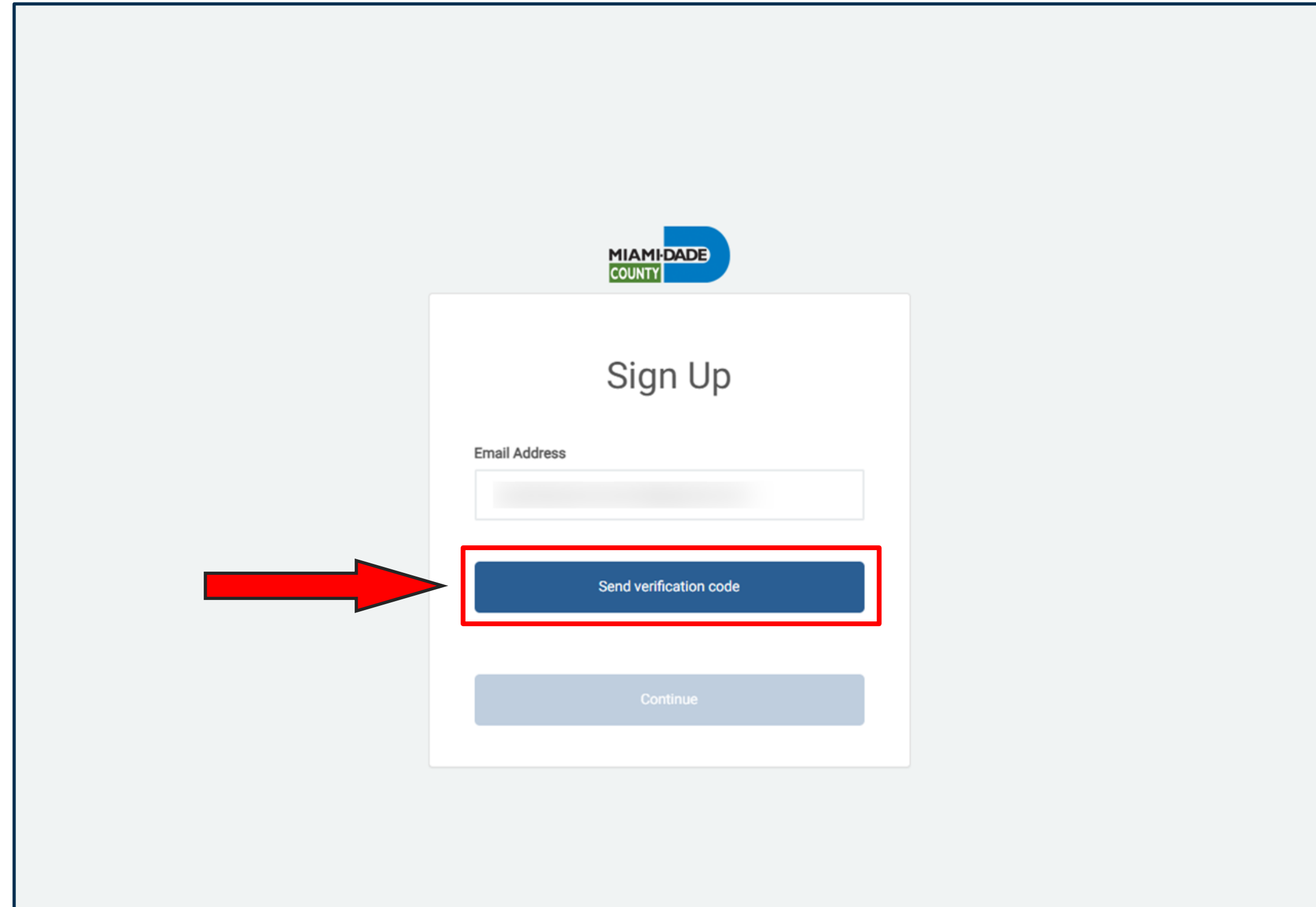


The screenshot shows the Miami-Dade County Sign Up form. At the top is the Miami-Dade County logo. Below it is the title "Sign Up". There are two input fields: "Email Address" and "Continue". Both fields are highlighted with a red border. Two red arrows point from the left towards the "Email Address" field and the "Continue" button.

Creating your RER Portal Account

To make sure your email address is valid, the system will ask you to verify it.

Simply select "**Send verification code**", and a code will be sent to the email address you provided.

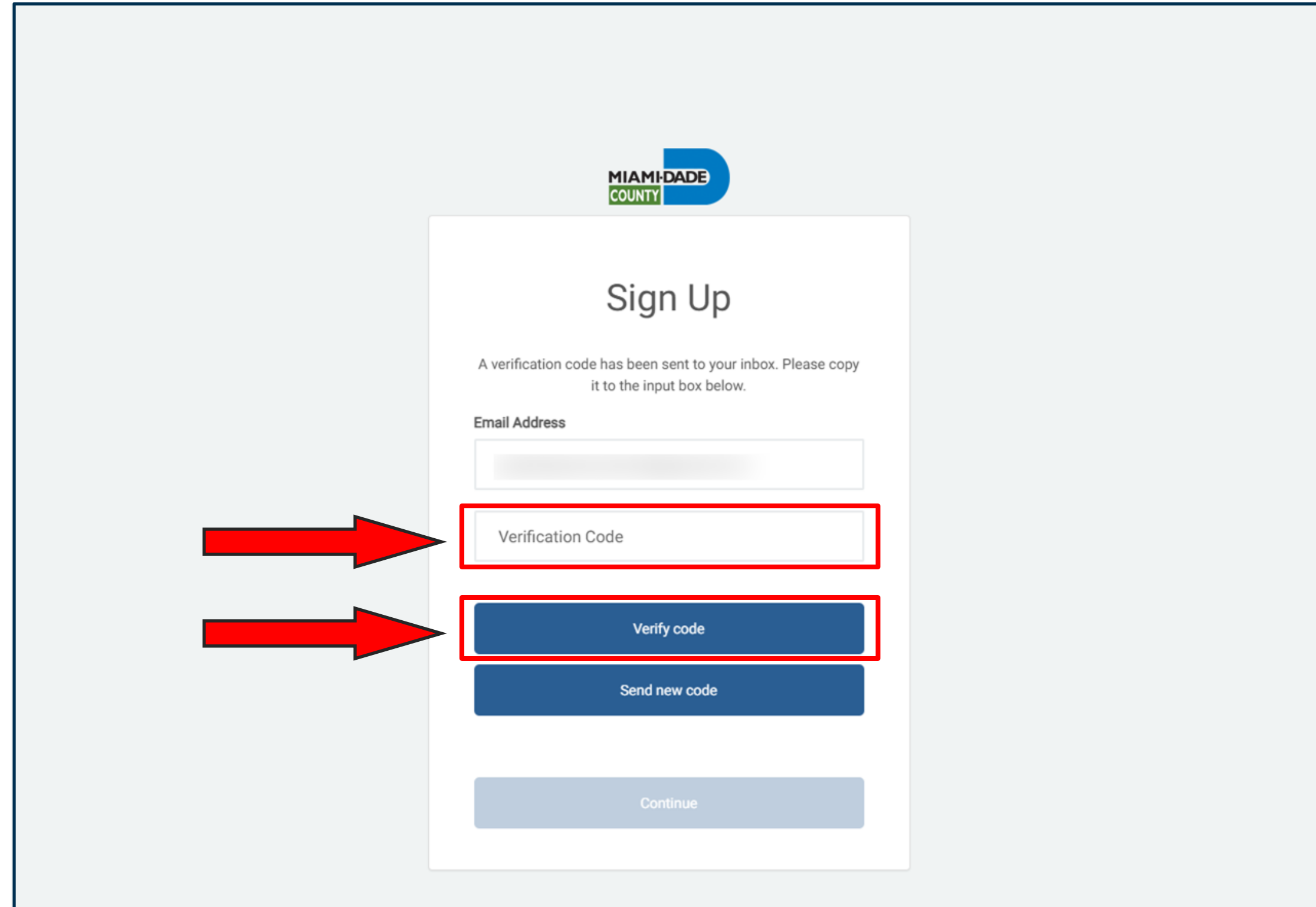


The screenshot shows the Miami-Dade County 'Sign Up' form. At the top is the Miami-Dade County logo. Below it is the title 'Sign Up'. There is an 'Email Address' label above a text input field. Below the input field are two buttons: a dark blue button labeled 'Send verification code' and a light blue button labeled 'Continue'. A large red arrow points from the left towards the 'Send verification code' button, which is also outlined with a red rectangle.

Creating your RER Portal Account

Check your inbox for an email from **Miami-Dade County Accounts** containing your verification code.

Once you receive it, enter the code in the "**Verification Code**" field and select "**Verify code**".

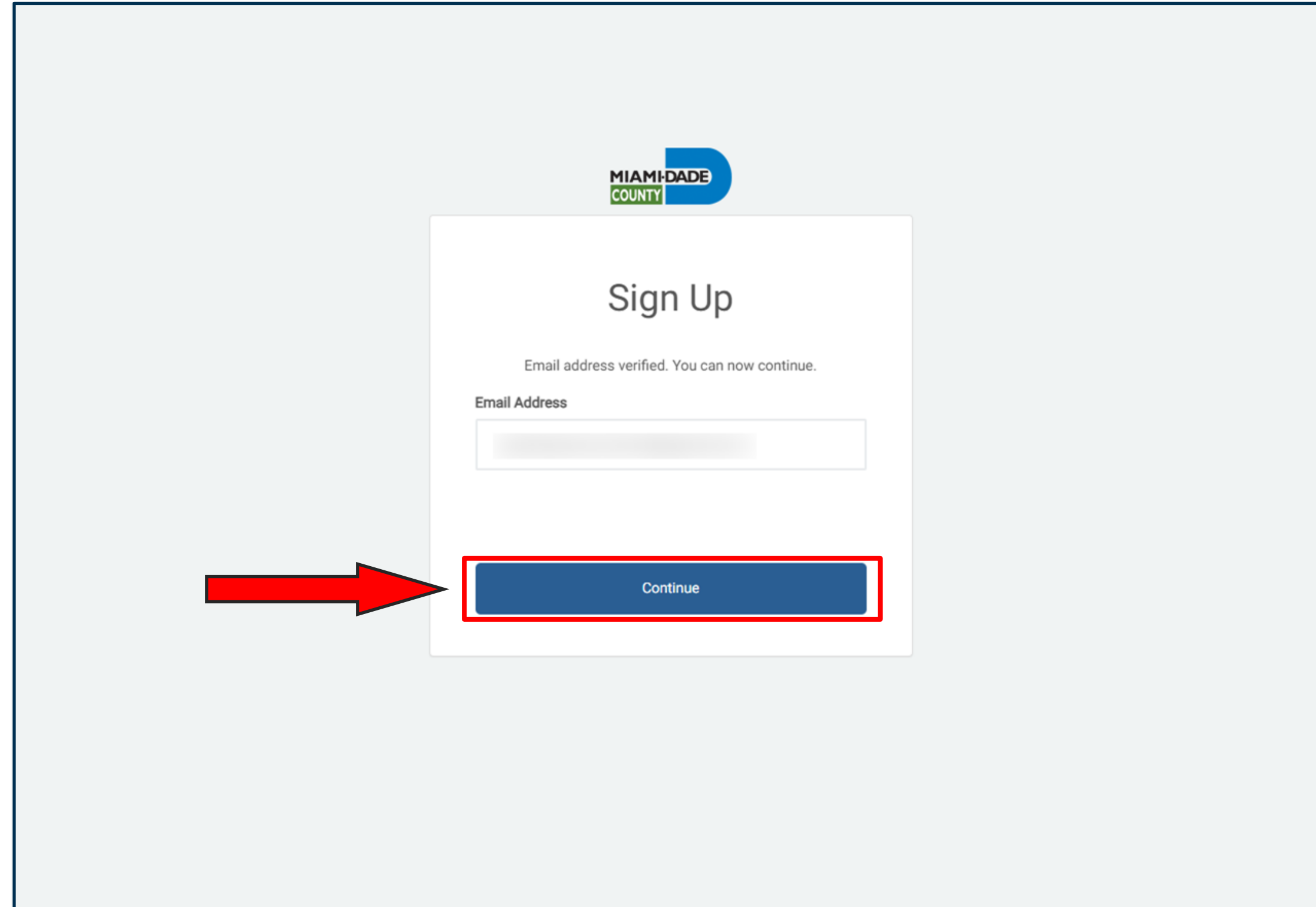


The screenshot shows the Miami-Dade County Sign Up page. At the top is the Miami-Dade County logo. Below it is the heading "Sign Up". A message states: "A verification code has been sent to your inbox. Please copy it to the input box below." There are four input fields: "Email Address", "Verification Code", "Verify code", and "Send new code". The "Verification Code" field and the "Verify code" button are highlighted with red rectangles. Two red arrows point from the left towards these elements. At the bottom is a "Continue" button.

Creating your RER Portal Account

Once your email address has been verified, you will see a confirmation message on the screen.

You are now ready to continue setting up your account! Select "**Continue**" to proceed.



The screenshot displays the Miami-Dade County 'Sign Up' interface. At the top, the Miami-Dade County logo is visible. Below it, the heading 'Sign Up' is centered. A confirmation message states 'Email address verified. You can now continue.' Below this message is a text input field labeled 'Email Address'. At the bottom of the form, a blue button labeled 'Continue' is highlighted with a red rectangular border. A large red arrow points from the left towards this 'Continue' button.

Creating your RER Portal Account

You're almost done!

All that's left is to create your password and provide your first and last name.

You can also add additional contact information, although these fields are optional.

Once everything is ready, select **"Create"** to finish setting up your account.

The screenshot shows the 'Sign Up' form for the Miami-Dade County RER Portal. The form includes the following fields: Email Address, New Password (at least 12 characters), Confirm New Password, First Name, Last Name, Phone Number, Secondary Phone Number, Address, and Apt #, Unit, Suite. To the right of the main form is a separate section with City, State (Florida), and ZIP Code fields. A red box highlights the 'Create' button at the bottom right. Red arrows point to the 'New Password', 'Confirm New Password', 'First Name', and 'Last Name' fields, indicating they are required.

Elevation Certificate Submissions: Step-by-Step Walkthrough

- 1. Creating an Account**
- 2. Submitting an Elevation Certificate**
- 3. Submitting Corrections, if Needed**

Questions and Answers Session

Moderated by Alfredo Alvarez Jr.

We're here to answer your questions!



Submit a Question

Use the Zoom Q&A feature to submit your questions to our presenters and panelists.



Ask a Question Live

Select Raise Hand to request to speak. The moderator will call on participants individually and enable their microphones.

Thank You for Joining Us!

We appreciate your participation in today's Elevation Certificate Webinar.

Helpful Resources

 [Elevation Certificate Webpage](#)

 [Elevation Certificate Submission Portal](#)

 [Elevation Certificate Video Tutorial](#)

 [MeetQ Appointments and Queues Portal](#)

Questions After the Webinar?

 ElevationCertificate@miamidade.gov

 (786) 315-2800

Your Feedback Matters!

Please complete the survey at the end of today's webinar.

Presented by: Building & Environmental Permitting and Business Architecture & Strategic Initiatives Unit