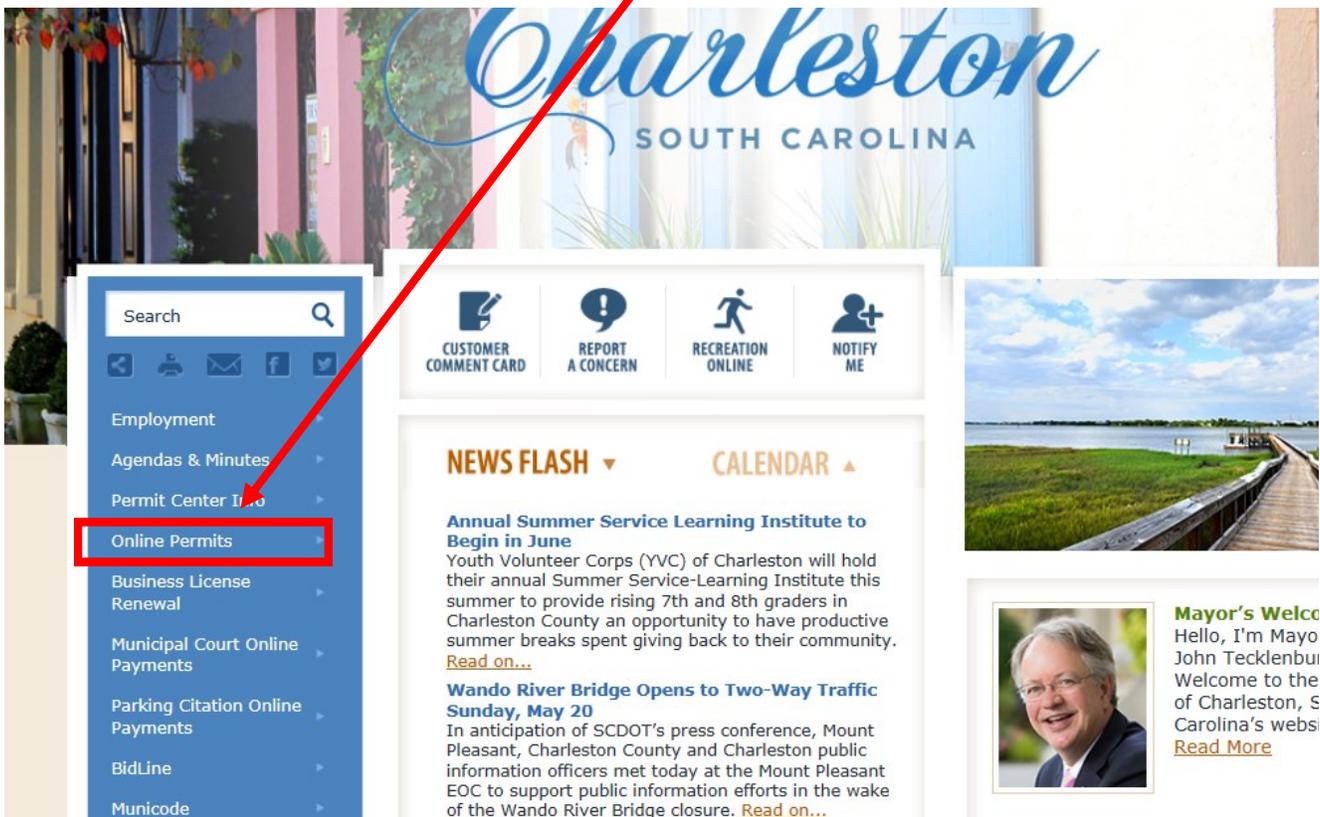

How to Find Elevation Certificates Online

This feature is becoming available for elevation certificates submitted after 04/15/18 as part of a project permitted by the City of Charleston. Older elevation certificates are still available by request to inspections@charleston-sc.gov

1. Go to the City of Charleston’s homepage:
www.charleston-sc.gov
2. Select online permits from the side bar



.....

This will take you to the Customer Access Portal (CAP). You do not need to be registered to search for elevation certificates.

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3. Hover over permits in the menu bar and select "search permits"



Announcements

- All Business Licenses expire annually on December 31. Licenses may be renewed online starting Jan 1 or in person starting Jan 2
- Register now for Permits, Plans, and Inspections access!

Welcome to Charleston's Online Customer Access Portal

The City of Charleston's Customer Access Portal (CAP) enables citizens to submit, pay, and track applications, permits, business licenses, inspections, and code violation complaints online. Beginning August 14, 2017 all City Departments involved with permitting and land development will be switching from BluePrince to [EnerGov](#) software! In general, project/permits which were initiated in BluePrince will remain in BluePrince until they are complete; new projects/permits will be created in EnerGov.

Use our online portal to:

- Register for your online account. Please note that in addition to the form linked from the "Register" button in the upper-right of this screen, all Business Owners must complete the [CAP ONLINE ACCOUNT AUTHORIZATION FORM](#) online at the City's website.

IMPORTANT: Online accounts require approval for use; this process usually occurs within 3-5 business days; however, additional time may be required for cases where there may be questions about some aspect of the account or business. Please do not attempt to login or reset your password until you receive a separate email indicating that your account is approved and ready for use.

.....

You will arrive at a search page, where you can use the address, permit number, etc. to first find the permit for which the elevation certificate was submitted.

.....

Subscribe / Follow On:   [Log On] / [Regi

Permit Search

Address Fields

Street Number	<input type="text" value="2740"/>	Suite/Unit	<input type="text"/>
Pre Direction	<input type="text" value="-Prefix-"/>	City	<input type="text"/>
Street Name	<input type="text" value="Conservancy"/>	State	<input type="text"/>
Street Type	<input type="text" value="-Type-"/>	Zip Code	<input type="text"/>
Post Direction	<input type="text" value="-Postfix-"/>	County	<input type="text"/>

Permit Fields

Permit Number	<input type="text"/>	Project Name	<input type="text"/>
Type	<input type="text" value="- Permit Type -"/>	Issued Date	<input type="text"/> <input type="text"/>
Work Class	<input type="text" value="- Work Class -"/>	Expiration Date	<input type="text"/> <input type="text"/>
Status	<input type="text" value="- Status -"/>	Final Date	<input type="text"/> <input type="text"/>

Hint 
Pay attention to each specific field to ensure accurate search results.

Note 
Provide as much detail as you can in order to narrow down the search results.

4. Enter criteria and click "search"

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There will most likely be multiple permits for a given address. The elevation certificate will be under the master building permit.

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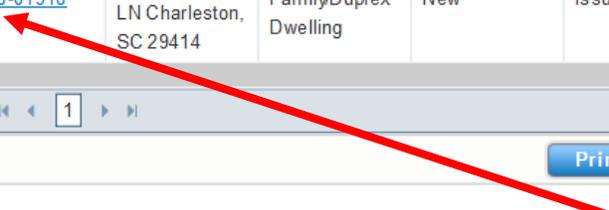
Subscribe / Follow On:   [Log On] / [Register]

Search Results

Permit Number	Address	Type	Work Class	Status	Issued Date	Expiration Date	Final Date	Project Name
EP2017-00157	2740 CONSERVANCY LN Charleston, SC 29414	Engineering Permit (ROW)	Utility	Issued	09/06/2017	10/06/2017		
GASR2018-01071	2740 CONSERVANCY LN Charleston, SC 29414	Fuel Gas - Single FamilyDuplex Dwelling	Sub	Issued	04/30/2018	10/29/2018		
MECR2018-01617	2740 CONSERVANCY LN Charleston, SC 29414	Mechanical - Single FamilyDuplex Dwelling	Sub	Issued	04/30/2018	10/29/2018		
PLMR2018-01047	2740 CONSERVANCY LN Charleston, SC 29414	Plumbing - Single FamilyDuplex Dwelling	Sub	Issued	03/30/2018	09/26/2018		
SF2018-01918	2740 CONSERVANCY LN Charleston, SC 29414	Single FamilyDuplex Dwelling	New	Issued	03/29/2018			

Displaying items 1 - 7 of 7

[Print Current Page](#) [Print All Pages](#) [New Search](#)



For residential projects, the master building permit will start with “SF...”. For commercial projects, the master building permit will start with “BC...” or “MFN...”. For accessory structures, both residential and commercial, the permit number will start with “AS...”

5. Click on the master building permit number.

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The link will bring you to the permit file; scroll down the page until you see the box labeled “Attachment Details”.

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The screenshot displays a web application interface with four main sections:

- Existing SubPlans:** A table with columns: Plan Number, Type, WorkClass, Status. It shows "No records to display."
- Remaining SubPlans:** A table with columns: Type, WorkClass. It shows "No records to display."
- Attachment Details:** A table with columns: File Name, View. It lists three PDF files:
 - 2740 ConservancyUCEC.pdf
 - 2740 ConservancyStamped Site.pdf
 - 2740 Conservancy_Field Set_BID Approved.pdfEach row has a blue "View" link. A red arrow points from the "View" link of the first row to the text box below.
- Submittals:** A table with columns: Submittal Type, Status, Version, Received Date, Due Date, Completed Date.

The elevation certificate(s) will have “**UCEC**” or “**FEC**” in the file name, which stand for Under Construction Elevation Certificate and Final Elevation Certificate. The FEC will have the most information.

6. Select “view” to see and/or download the elevation certificate.

For more information about interpreting elevation certificates, please read this [technical bulletin](#) provided by FEMA.