

# Section G Corrections

There are numerous situations that cause CRS-defined errors in Section G of the Elevation Certificate (EC). For example:

- if the EC is digitally signed and locked by the licensed professional who certified it so that the community official cannot fill out the CRS-required fields in Section G, or
- if the Section G page is missing from the form, or
- if the community failed to complete all required fields in Section G (G8, G11, Name, Title, Signature and Date).

Below are the best options to correct errors in Section G:

**Option 1: GET LICENSED PROFESSIONAL TO UNLOCK FORM**

The community should talk with the licensed professional and see if they will send a revised version where Section G is not locked so the community can edit it. Then complete fields G8, G11, Name, Title, Signature and Date on the new form provided by the licensed professional.

**Option 2: CREATE NEW EC USING THE SECTION C AND D INFORMATION FROM THE OLD EC – MARK G1**

A community can create a new EC, fill out everything in Sections A, B, (and E if applicable), mark G1 in Section G and attach the original EC to the new EC. G1 essentially allows the creation a new EC but uses the information from Section C and D from another EC that was signed and sealed by a licensed professional. In Section G, be sure fields G8, G11, Name, Title, Signature and Date are completed on the new EC.

**Option 3: PRINT OUT HARD COPY OF ENTIRE EC, CORRECT IT, SCAN IT, AND CREATE NEW PDF**

A community can print out the entire EC and fill out Section G by hand. Be sure the “corrected Section G” has the proper address of the building at the top of the page, and be sure fields G8, G11, Name, Title, Signature and Date are completed. Be sure to ONLY edit Section G if using this option. Then scan the whole document so a digital version can be submitted for CRS purposes.

**Option 4: PRINT/DIGITALLY CREATE A NEW SECTION G, CORRECT IT, ATTACH IT TO LOCKED EC VERSION**

A community can print a new Section G or extract the Section G page from a blank EC PDF and complete fields G8, G11, Name, Title, Signature and Date. Scan this or attach this new/separate Section G to the back of the original form received from the licensed professional. Be sure the “corrected Section G” has the proper address of the building at the top of the page. This means the EC will have two Section Gs: one blank one and one filled out by the community official.

**Option 5: USE A CORRECTION MEMO**

A community can complete a Correction Memo, indicating the changes in Section G required. Remember, all Correction Memos must provide the address for the building in question that matches the EC it intends to correct (unless the address is being corrected also) and must be signed and dated by the community official. Attach this to the original EC that needs correcting.

**Option 6: CREATE A COMPLETELY NEW EC**

A community can always create a new EC using in-house staff or hire it out to a licensed professional. Be sure Section G is not locked so the community official can complete fields G8, G11, Name, Title, Signature, and Date.

*\*\* Variations exist in state laws designating who can complete and correct legal documents signed and sealed by licensed professionals. Communities should consult their legal counsel before deciding which option to employ.*