



**Planning, Zoning
& Building Department**

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MEMORANDUM

TO: Design Professionals, Contractors, Surveyors and Homeowners

FROM: PBC Planning, Zoning & Building Department – Building Division Floodplain Management

DATE: Friday, August 28, 2026

SUBJECT: Elevation Information MEP Equipment Certificate

The Palm Beach County Building Division has historically accepted only Elevation Certificates and Land Surveys to verify the elevation of equipment installed within flood hazard areas. To provide a more cost-effective option for customers while continuing to ensure compliance with floodplain regulations, the Building Division will also accept the Mechanical, Electrical, and Plumbing (MEP) Equipment Certificate.

This memorandum establishes the use of the MEP Equipment Certificate for applicable standalone mechanical, electrical, and plumbing equipment installations within unincorporated Palm Beach County, effective October 1, 2026.

Because missing or inconsistent equipment elevation information frequently results in floodplain review delays and post-installation compliance issues, the MEP Equipment Certificate provides a standardized method for documenting and verifying the flood-related information necessary to demonstrate compliance with Article 18. Its use will improve field verification, reduce elevation-related violations, and enhance communication among design professionals, contractors, inspectors, and Palm Beach County Floodplain Management.

A completed MEP Equipment Certificate must be uploaded through the permitting portal before requesting the required equipment inspection.

The licensed design professional or other qualified certifier, as authorized by the certificate, is responsible for fully completing, signing, and sealing the MEP Equipment Certificate before the inspection request is submitted.

The MEP Equipment Certificate can be found on our website here [MEP Equipment Certificate](#)

Exhibit 1: MEP Equipment Certificate



Palm Beach County
Planning, Zoning & Building Department
Building Division | Floodplain Management
2300 N. Jog Road, West Palm Beach, FL, 33411 | 561-233-5100

MEP EQUIPMENT CERTIFICATE

This Equipment Certificate helps ensure that new standalone equipment is installed at safe elevations that protect both your project and our surrounding community. This certificate may be used instead of a survey or elevation certificate.

Required fields are marked with an asterisk.

Permit Number *

Project Address *

Scope of Work *

FIRM Panel Number *

FIRM Index Date *

Flood Zone *

BFE(s) or Depth Number *

Benchmark Utilized *

Lowest Elevation &

Location of Equipment *

Comments

Equipment that is required to have verified elevations includes any standalone mechanical, electrical, or plumbing (MEP) equipment that could be damaged by floodwater.

Design Professional

I certify that the information on this certificate represents my best efforts to interpret the data available			
Certifier's Name *		License Number *	Place Seal Below
Title *			
Company *			
Address *			
City *	State *	Zip Code *	Telephone *
Date *		Email *	
Signature *			

A Florida licensed design professional authorized to certify elevation information must sign and seal the certificate