



Town of Surfside

Building Recertification Instructions

We accept applications by CSS portal ONLY. We do not accept hard copies.

- 1. STEP 1: Preparing the Application:**
 - **Print and fill out the permit application. (all forms available online)**
 - **All information filled out on the application must be clean and legible.**
 - **Include the building address in the email subject line and application number if any.**
- 2. STEP 2: Submitting the Application:**
 - **Go to the Town's website and click on CSS portal**
 - **Apply under 40 YRS Building Recertification**
 - **Submit the recertification package in another PDF file, segregated according to discipline. (Structural, Electrical)**
 - **No encrypted files or with third party signatures will be processed, plan reviewers must be able to do markups to the files**
- 3. STEP 3: Receive Receipt and Application Number:**
 - **Once processed, the permit technician will email you a receipt for the charges.**
 - **The application number will be included in the receipt for your reference.**
- 4. STEP 5: Await Outcome:**
 - **After the recertification package is reviewed, the clerk will contact you for the fees and recertification letter.**
- 5. STEP 5: Final Payment and issuance of recertification letter.**
 - **Contact clerks for payment options and recertification letter.**

NOTE: Please do not email the Building Official or Town Manager. Your package may not be received and/or processed. Failure to do so may result in violations and fines.