



PAD ELEVATION CERTIFICATION

FORM EI-3

The following pad elevation information shall be provided in letter form to the Engineering Inspection Division prior to the issuance of a building permit:

1. Owner's name, address, phone number, and e-mail
2. Site address and assessor's parcel numbers (APNs)
3. Civil Engineering and/or Land Surveying firm name, address, phone number, and e-mail
4. Professional Engineer or Land Surveyor's State of California registration or license number, expiration date, and wet stamp
5. Date field measurements were taken
6. Identification of bench mark used
7. Grading Plan Number (GP ##-####)
8. Actual pad elevation and tolerance

Sample Letter

Attention: Construction Manager
City of San Marcos
Engineering Inspection Division
1 Civic Center Drive
San Marcos, CA 92069

RE: Pad Elevation for [site address and APNs]

On [date of field measurements] field measurements were taken at the above referenced site for [owner's name, address, phone number, and e-mail]. Using [identify benchmark] as the benchmark as described on the City-approved Grading Plan, GP [##-####], the pad elevation is _____ (\pm _____), which is _____ [higher/lower] than as proposed on said plan.

If you have any questions or require additional information regarding this matter, please do not hesitate to contact me at [Civil Engineering/Land Surveying firm name, address, phone number, and e-mail].

Sincerely,

[Name of Civil Engineer/Land Surveyor]
[P.E. or L.S. #]
[Expiration Date]

