



# **E-Permitting Instruction Manual**

Welcome to Indian River County's E-Permitting on-line system. E-Permitting allows you to do the following:

- View and print a permit
- View and print a CO checklist
- View and print permit plan review checklists
- View fees due
- View and print the payment history of your permit
- Request inspections
- Cancel inspections
- View completed inspections
- View and print inspection results
- View and print inspection history
- View and print permit history
- View and print a duplicate of your Certificate of Occupancy

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**Cancellation Confirmations ..... 10**

Click on the Enter E-Permitting, Inspection and Scheduling link

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The screenshot shows a web browser window with the address bar displaying [http://www.irccdd.com/Building\\_Division/Online\\_Permitting.htm](http://www.irccdd.com/Building_Division/Online_Permitting.htm). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. There are two tabs open: "CD-Plus dbListener Stats" and "WWW.IRCGOV.COM - In...".

The website header features the text "Indian River County Florida Board of County Commissioners" and a search bar with a "Go" button. Navigation links include "Home | BCC | Boards | Departments | Contact".

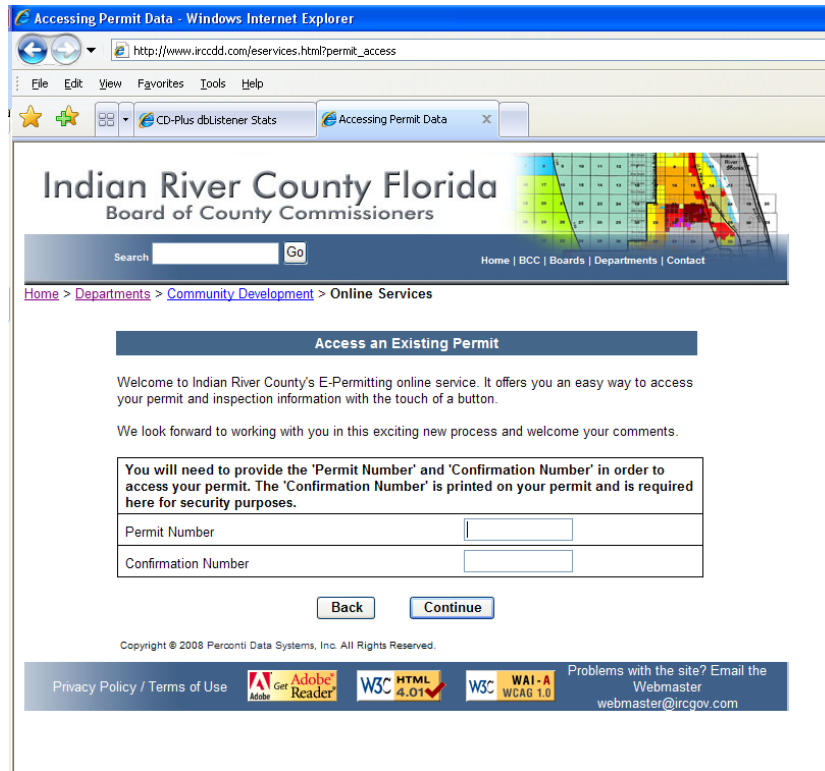
The main content area contains a breadcrumb trail: [Home](#) > [Departments](#) > [Community Development](#) > [Building Division](#) > [Online E-Permitting](#).

Below the breadcrumb trail, there are two main sections:

- [Enter E-Permitting, Inspections and Scheduling](#)**  
Indian River County's E-Permitting online service offers you an easy way to access your permit and inspection information.  
[E-Permitting Instruction Manual](#)
- [Enter Contractor Certificate Reporting](#)**  
Indian River County's Contractor Certificate Reporting online service offers you an easy way to access your Contractor Certificate data.

The footer contains several logos and links: "Privacy Policy / Terms of Use", "Adobe Get Adobe Reader", "W3C HTML 4.01", "W3C WAI-A WCAG 1.0", and contact information: "Problems with the site? Email the Webmaster webmaster@ircgov.com".

The log-in page appears.



Enter the **“Permit Number”** and **“Confirmation Number.”**

The permit and confirmation numbers are found on your permit/permit application. The permit number is the 10 digit number on the top left and the confirmation number is the 3 digit number located top right.

Click **Continue**

# PERMIT ACCESS MENU

Accessing Permit Data - Windows Internet Explorer  
http://www.irccd.com/eservices.html?permit\_access

File Edit View Favorites Tools Help

CD-Plus dbListener Stats Accessing Permit Data X

Indian River County Florida  
Board of County Commissioners

Search  Go Home | BCC | Boards | Departments | Contact

[Home](#) > [Departments](#) > [Community Development](#) > [Online Services](#)

**Permit Access Menu**

Please select one of the following:

- View or Print Permit Reports
- Show Available Inspections - Request an Inspection
- Show Pending Inspections - Cancel an Inspection
- Private Provider Access - Password Required
- Show Completed Inspections - View Result Details

**Permit Information:**

Permit Number	2008020650
Permit Type	AL - ALUMINUM
Permit Status	FINAL
Amount Due	\$0.00
Applicant Name	
Applied Date	2/29/2008
Issued Date	2/29/2008
Finalled Date	3/3/2008
Address	
Contractor Certificate	
Contractor (Business Name)	
Job Description	ACCORDIAN SHUTTERS
NOC Date	2/29/2008

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## VIEW OR PRINT PERMIT REPORTS

Accessing Permit Data - Windows Internet Explorer  
http://www.irccdd.com/eservices.html?permit\_access

Indian River County Florida  
Board of County Commissioners

Search  Go Home | BCC | Boards | Departments | Contact

Home > Departments > Community Development > Online Services

Select a Report

Permit Information:	
Permit Number	2008020650
Permit Type	AL - ALUMINUM

[Back To Menu](#) [View Report](#)

Please select a report to generate:

- Permit Detail - Duplicate of permit issued
- Project AR Plans Review - Shows Project AR plans review details
- CO Checklist Report - Shows CO checklist details
- Payment Slip - Shows outstanding fees
- Payment History - Shows fee type and payment history for permit
- Inspection History - Shows inspection requests and results
- Permit History - Shows permit information, sub-contractors, sub-permits, fees & inspections
- Certificate of Occupancy - Duplicate of C.O. issued
- Permit Plan Reviews
- Permit Plan Reviews with Checklists

Reports take some time to generate, Please wait !!!

[Back To Menu](#) [View Report](#)

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Select the report you want, and then click **View Report** (located at the bottom of the page). Detailed inspection results with comments are available on the Inspection History Report. If an inspection has not yet been scheduled use the Permit Detail report.

## REQUEST AN INSPECTION

Accessing Permit Data - Windows Internet Explorer  
http://www.irccdd.com/eservices.html?permit\_access

File Edit View Favorites Tools Help

CD-Plus dbListener Stats Accessing Permit Data Jigsaw - MSN Games - Free ...

Indian River County Florida  
Board of County Commissioners

Search  Go Home | BCC | Boards | Departments | Contact

Home > Departments > Community Development > Online Services

**Request an Inspection**

<b>Permit Information:</b>	
Permit Number	2008020650
Permit Type	AL - ALUMINUM

Select the inspection to be requested.

211 - TEMPORARY PERMANENT POWER Priority: 0

You may attach a remark to your inspection request:

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From the **Permit Access Menu**,  
**Select - Show Available Inspections**

The **Request an Inspection Screen** appears.

All inspections that can be done on this permit type will be listed

**Select** an Inspection

**Enter** any comments relevant to this inspection

Click **Request Inspection**

## Inspection Scheduled Page is displayed

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Inspection Scheduled	
<b>Permit Information:</b>	
Permit Number	2008020650
Permit Type	AL - ALUMINUM
<b>The following inspection has been scheduled:</b>	
211 - TEMPORARY PERMANENT POWER	Inspection Date: 02/26/2009
<b>Additional Information:</b>	
Internet Log Number	4809799

Please [print this page](#) for your records.

[Back To Menu](#)

[Request Another Inspection](#)

[Print This Page](#)

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### Note:

If you wish to enter an inspection or cancel an inspection on a different permit, navigate **Back** to the **Permit Access Menu** select **Start Over**.

Enter the Permit Number and Confirmation Number for the next permit, and proceed.

### INSPECTION SCHEDULING INFORMATION

When you request an inspection prior to 9:00 P.M., the inspection will be made the following regular work day. An inspection requested after 9:00 P.M. will be scheduled for the day after the next regular work day. The system is offline for processing from 9:00 PM until 6:00 AM.

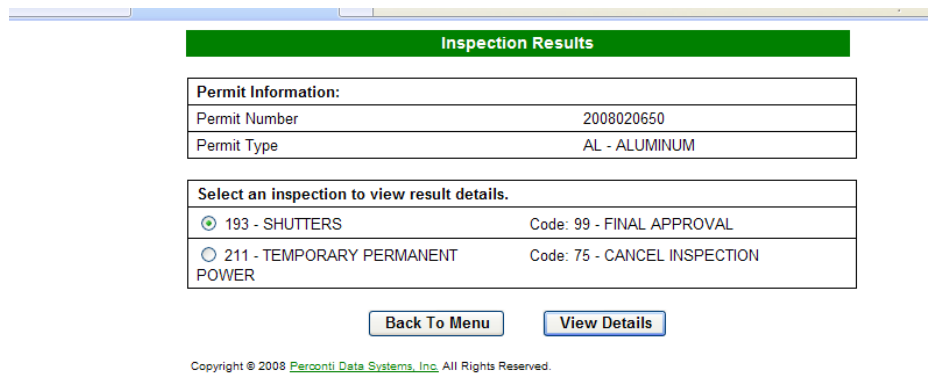
## **SCHEDULING FINALS FOR PERMITS INCLUDING THE SUBCONTRACTOR TRADES:**

All Permit Types Issued must be scheduled for a Final Inspection (Code 999). This will include the Primary Permit (BC, BBCOM, BRCOM, MC, MP, MH, & MS) and the Electric, Plumbing, Mechanical, Roof, Insulation, and any other sub-affidavits included as a part of the Primary Permit.

All trades should be completed and ready for final before any FINAL inspection is scheduled. Special situations should be discussed with the Inspection Coordinator at 772-226-1665.

## **VIEWING INSPECTION RESULTS**

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Inspection Results	
<b>Permit Information:</b>	
Permit Number	2008020650
Permit Type	AL - ALUMINUM
<b>Select an inspection to view result details.</b>	
<input checked="" type="radio"/> 193 - SHUTTERS	Code: 99 - FINAL APPROVAL
<input type="radio"/> 211 - TEMPORARY PERMANENT POWER	Code: 75 - CANCEL INSPECTION

[Back To Menu](#)   [View Details](#)

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From the **Permit Access Menu**, Select **“Show Completed Inspection – View Result Details.”**

**Click View Details** for details regarding a particular inspection result

## INSPECTION RESULT DETAILS

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### Inspection Result Details

Permit Information:	
Permit Number	2008020650
Permit Type	AL - ALUMINUM

Inspection Information:	
Type	193 - SHUTTERS
Request Date	3/3/2008
Inspector	SHAWN DOUTRICH
Result Code	99 - FINAL APPROVAL
Result Date	3/3/2008

[Back To Menu](#)

[View Another Inspection](#)

[Print This Page](#)

## TO CANCEL AN INSPECTION

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Cancel an Inspection	
Permit Information:	
Permit Number	2008020650
Permit Type	AL - ALUMINUM
Select the inspection to be cancelled.	
<input type="radio"/> 211 - TEMPORARY PERMANENT POWER	Inspection Date: 2/26/2009
<input type="button" value="Back To Menu"/> <input type="button" value="Cancel Inspection"/>	

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From the **Permit Access Menu**, Select the “**Show Pending Inspections– Cancel an Inspection**”  
Click **Continue**

The **Pending Inspections Screen** appears.

**Select** the Inspection you wish to cancel  
Click **Cancel Inspection**

## Inspection Cancelled - Confirmation Report.

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Inspection Cancelled	
Permit Information:	
Permit Number	2008020650
Permit Type	AL - ALUMINUM
The following inspection has been cancelled:	
211 - TEMPORARY PERMANENT POWER	Inspection Date: 2/26/2009
Additional Information:	
Internet Log Number	4809802
<i>Please <a href="#">print</a> this page for your records.</i>	
<input type="button" value="Back To Menu"/> <input type="button" value="Cancel Another Inspection"/> <input type="button" value="Print This Page"/>	

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