



INDIAN RIVER COUNTY/CITY OF VERO BEACH
BUILDING DIVISION
1801 27th Street, Vero Beach, FL 32960 772 266-1260 IRCGOV.COM

NOTICE 4/8/2020 REV. 4/14/2020

BECAUSE OF THE SITUATION WITH THE CORONAVIRUS THE COMMUNITY DEVELOPMENT DEPARTMENT WILL TEMPORARILY UNTIL FURTHER NOTICE BE ACCEPTING PERMIT SUBMITTAL BY EMAIL:

NEW ELECTRONIC PERMITTING THROUGH EMAIL

BRCOM (Single Family Residence) Example

Customer/applicant/contractor: Email complete permit package and all documents to: electronicpermit@ircgov.com.

Email Subject Line:

- Email from applicant/contractor must include in the subject line at a minimum: Contractor Name, Subdivision and Lot Number, and projects with an address available (already assigned) the Street Address.

Body of Email:

- Must include description of what type of work is proposed and permit type (BRCOM-SFR, addition, re-roof, etc).
- Must include relevant contact information if we need to have phone contact or other email addresses.

Email Attachments:

- Permit package and documents need to be broken into smaller attachments for routing purposes. Attached files must be in a format readable by Adobe Reader (PDF).
- Maximum size of all combined attachment file/s is 29 MB (other large projects will need to be dropped off for processing and issuance)

Email Attachments File Name:

- File Name: Permit Type (BRCOM-SFR, addition, re-roof, etc), Location Street Address (when available, already assigned) or Subdivision and Lot#.
- Documents and Survey information: Email submittal attachments will not be scalable through Adobe, dimensioning is required to show the intent of all proposed and existing facilities, particularly surveys i.e. Show the distance between property line elevations, from the structure to the grading away elevation, from the structure to the property line, distance between front property line and back of sidewalk, from front of sidewalk to back of curb, etc.
- Break down attachments into the following: (permit types with less documents can be in one attachment)
 - Permit Application
 - EC-PA (Energy Code and Product Approval)
 - Survey
 - Plans (do not break these up)
 - Other Documents

Payment: (at this time Permit Application Fee will be collected prior to issuance)

- Check – Drop off in lock box, Mail in
- Credit Card Authorization Form – Fax in, Drop off in lock box, Email approval for Building Support Specialist staff to fill in Form for required fee amount due (**DO NOT EMAIL CREDIT CARD AUTHORIZATION FORMS**)
- Impact Fee – Work with Planning on required fee and payment (**no credit card payment accepted for this**)
- Other Department Fees – Work with them on amount and payment

THE ABOVE IS IN ADDITION TO THE CURRENT ONLINE SIMPLE ELECTRICAL AND A/C PERMIT TYPES (ONLY) SYSTEM

CURRENT ONLINE PROCESS

LINK: <http://indianriver.clearvillageinc.com/CitizenPortal/DefaultIRC.aspx>

NOTE: POLICIES AND PROCEDURES ARE BEING UPDATED DAILY IN ORDER TO ADDRESS THE CORONAVIRUS SITUATION.

PLEASE ASK BUILDING SUPPORT SPECIALIST FOR ADDITIONAL INFORMATION OR CHECK OUT THE COUNTY WEB PAGE