

INDIAN RIVER COUNTY BUILDING DIVISION GUIDELINE FOR PERMITTING AND PLAN SUBMITTALS



1801 27th Street

Vero Beach, FL 32962

772-226-1260 WWW.IRCGOV.COM

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SUBMITTAL OF PERMIT APPLICATIONS

The following document contains guidelines for submittal of permit application with the Indian River County Building Division. These guidelines have been created to be used as a template by the Owner, Contractor and Design Professional for creating and submitting permit applications and construction plans. Currently, the Building Division offers customers three (3) options for submitting applications. Applicants may submit in-person with paper (hard copy) documents, via email or through the Citizen Portal for a select group of Limited Scope Electrical and A/C Changeout Permit Applications. Listed below are guidelines for each type of submittal. Prior to submittal all applicants are advised to visit our website:

https://www.ircgov.com/communitydevelopment/Applications/Building_Division.htm

The above website contains permitting guidelines for each type of application/permit and details the list of required items, documents, specific construction plans and details along with a list of review departments per application type. We encourage Applicants, Contractors and Design Professionals to familiarize themselves with the applicable requirements and become better acquainted with the procedures and requirements prior to submittal.

Indian River County allows both Owner Builders and Contactors to apply for permits. If applying for the first time with Indian River County, new users must first register with Contractor Licensing. Please visit the Contractor Registration page to register your license https://www.ircgov.com/communitydevelopment/building/Licensing/License_Register.htm

Paper Submittals

Applicants can apply in-person at the Building Division. We are located at the County Administration Complex in Community Development at 1801 27th Street, Building A, Vero Beach, FL. We are open Monday – Friday from 8:30 AM to 5:00 PM to serve customers. Applicants should bring the following items with them when applying for a permit:

- **Completed** permit application applicable to the type of work proposed
- All applicable permit documents- Surveys, Construction Plans/Detailed Scope of Work, etc... ***This information can be found on the Permit Checklist page for each type of permit application.***
- If applying as an Owner Builder please provide a copy of the recorded warranty deed or property card showing homeowners name from the Property Appraiser's website.
- Recorded Notice of Commencement submitted with application if job value exceeds \$2500 or \$7500 for A/C permits. Please be advised that the NOC must be submitted to the Building Division prior to scheduling the first inspection.

Applicant will provide the above documents to one of our Building Support Specialist Staff for review of all documents. The applicant will be advised at that time if the permit documents are sufficient for submittal and if other Indian River County Departments or

other governmental agencies will also be required to review the permit. **Applicants are advised that Building Permit Applications are considered incomplete until all other IRC/COVB Departments and other Governmental agency reviews are completed and approved. The Building Permit Application will be routed to other departments, even if considered incomplete, in order to expedite the review process. The Building Permit Application review and approval time clock does not start until the application is deemed a Complete Application.**

Electronic Submittals via Email

Email submittal of permit applications may be sent to electronicpermit@ircgov.com. Applicants are advised to follow the below procedures for email submittal and also advised to visit https://www.ircgov.com/communitydevelopment/Applications/Building_Division.htm for a complete list of specific permit requirements and documentation required for submittal. Electronic permit submittals are required to stay in digital format (no paper documents) throughout the initial approval process. For large commercial projects the Plans Examiner may ask for applicant to provide (1) hard copy for review in addition to the electronic copy. Electronic construction documents have specific requirements particularly pertaining to technology requirements. Applicants are advised to view the Indian River County Building Division Guide to Creating Electronic Construction Documents at https://www.ircgov.com/communitydevelopment/Documents/Electronic_Construction_Documents_Guide.pdf.

Email Subject Line:

- Email from applicant/contractor must include in the subject line: Contractor Name, Job Address, Subdivision and Lot Number.

Body of Email:

- Must include description of what type of work is proposed and permit type (Examples: BRCOM, Addition, Aluminum, Shutters, Windows, etc...)
- Must include relevant contact information such as contact name, phone number(s) and other email addresses if applicable.

Email Attachments:

- Each permit application should be broken down into individual PDF attachments for routing and reviewing purposes. All attachments must in a format readable by Adobe Reader (PDF).
- Maximum size of all combined attachment file(s) is 29 MB. For larger projects applicants are advised to contact the Building Division at 772-226-1260 for further details and instructions.
- Each individual attachment should be labeled as follows:
 - Completed Permit Application
 - Survey (Each survey should be legible and clearly indicated the proposed structure. Please provide distances to other structures, property lines and easements. For new Single-Family Homes and Additions, the survey should also clearly indicate the proposed FFE and grading elevations.)
 - Construction Plans
 - EC (Energy Code)

- PA (Product Approval Affidavit)
- NOC (Notice of Commencement)
- For all other documents please clearly label PDF with an accurate title

Applicants are advised that it may take 1-2 days to process the email and all applicants will be notified via email if the application is insufficient or missing items. Once the permit application is accepted; the applicant will receive an email from the Building Support Specialist Staff indicating the Permit Application Number.

Applicants are advised that Building Permit Applications are considered incomplete until all other IRC/COVB Departments and other Governmental agency reviews are completed and approved. The Building Permit Application will be routed to other departments, even if considered incomplete, in order to expedite the review process. The Building Permit Application review and approval time clock does not start until the application is deemed a Complete Application.

Customer Portal/Clear Village Submittal

The Indian River County Building Division currently utilizes Clear Village to provide convenient electronic services for permitting and inspections. Users may create an online account with Clear Village to submit permits (limited permitting, see below for specific permit types), view permit status and history and schedule inspections online. Customers may visit the site and download instructions for utilizing the site and creating an account. For the eService Portal please visit: <http://indianriver.clearvillageinc.com/CitizenPortal/DefaultIRC.aspx>

Applicants may use this tool to help manage permits, submit applications, view permit status, preview Plan Review Comments and schedule inspections.

Indian River County utilizes the portal also for application and issuance of the below types of permits:

Limited Scope Electrical Permits- **NOTICE:** This permit type is for limited scope residential electrical permits. If your scope of work exceeds either service change, temporary power pole, rewiring of existing permitted area or power off over 1-year applicant must use the various trades application and apply either in-person or via email.

Limited Scope A/C Changeout Permits-

NOTICE: This permit type is for limited scope A/C replacements. If the replacement unit meets any of the following conditions the applicant must select the standard ac changeout permit application and apply either in-person or via email. Units over 2000 cfm's, fire alarm installed in commercial structure or if this is a new a/c unit for previously unconditioned space.

The screenshot shows the user interface for logging in or creating an account. It features a green header with the text "Log In". Below this, there are two input fields: "Email:" and "Password:". A checkbox labeled "Stay logged in" is positioned below the password field, with a "Log In" button underneath it. A blue hyperlink "Forgot your password?" is located at the bottom of the login section. Below the login section is a separate green box with the text "Don't have online account?" and a button labeled "Create an account »". At the bottom of the screenshot is a blue box containing the text "Creating an account is free and only takes a few minutes. Your account provides you:" followed by a bulleted list of benefits: "Email notifications of inspection results", "Maintains a list of permits you add for quick access", and "Highlights where your inspections are on the inspectors itineraries".

Permit Application Requirements

As previously indicated, the website contains permitting guidelines for each type of application/permit and details the list of required items, documents, specific construction plans and details along with a list of review departments per application type. We encourage Applicants, Contractors and Design Professionals to familiarize themselves with the applicable requirements prior to submittal to become acquainted with the procedures and requirements. Visit https://www.ircgov.com/communitydevelopment/Applications/Building_Division.htm for detailed information on permit submittal requirements and additional forms.

Creating Construction Documents

Electronic construction documents have specific requirements particularly pertaining to technology requirements. Applicants are highly advised to visit our application page on the website and download our Guide to Creating Electronic Construction Documents https://www.ircgov.com/communitydevelopment/Documents/Electronic_Construction_Documents_Guide.pdf



Indian River County Building Division Guide to Creating Electronic Construction Documents

Introduction

Included here is information on creating documents for construction permits by electronic method including signing and sealing. Submitted documents for Indian River County Building Division, third-party verified digital signatures must be used by Architects, Engineers, and Design Professionals.

Creating Construction Documents for Permitting

REVIEW PROCESS OF PERMIT APPLICATIONS

Once the application has been submitted and accepted for processing/routing by the Building Support Specialist Staff, the permit application will begin the routing and review process. Each permit type has specific review requirements and while many permits only require a Building Division review, there are several permit types that may require review from other departments. Listed below are the various department and other governmental agencies that may also review the permit.

- Indian River County Community Development Department 772-226-1259
- City of Vero Beach Planning and Development Department 772-9748-4550
- Indian River County Public Works Department 772-226-1283
- City of Vero Beach Public Works Department 772-978-4870
- Indian River County Utility Department 772-770-5300
- Indian River County Fire Prevention Bureau 772-226-1880
- Florida Department of Environmental Health 772-794-7440
- Florida Department of Environmental Protection 850-245-2118

Please be advised that each department or agency has different review policies, requirements and time frames for review. Applicants are advised to contact other departments with questions pertaining specifically to other departmental review policies or requirements.

Concurrent Review Process

Indian River County provides a concurrent review process for applicants. This allows applicants to apply for a Building Permit that often requires other approvals and alleviates the applicant of applying to various departments separately. Applicants apply directly to the Building Division and from there the permit application is routed to all applicable review departments. If applicants have obtained approval from either the City of Vero Beach or the Florida Department of Health prior to permit submittal with the IRC Building Division, the applicant should provide those approvals at the time of submittal.

Applicants are advised that Building Permit Applications are considered incomplete until all other IRC/COVB Departments and other Governmental agency reviews are completed and approved. The Building Permit Application will be routed to other departments, even if considered incomplete, in order to expedite the review process. The Building Permit Application review and approval time clock does not start until the application is deemed a Complete Application.

Status of Permit on the Website - Status Types and Definitions

All applicants can create a user account on the Citizen Portal and from there applicants can easily view permit application status. Below is a listing of each Status Type along with a brief explanation of each particular Status.

- **APPLY**- At this state the permit has been applied for by the applicant and has been routed to any applicable departments for review.
- **READY**- Application has been reviewed and approved by all applicable departments. At this time the permit has been processed and the applicant will receive an email notification of any fees due and that the permit is **READY** for pick-up.
- **ISSUED** - Permit has been **ISSUED** to applicant.
- **INSPECT**- Permit is in **INSPECT** status and has received its first inspection.
- **FINAL** - Permit has received all necessary inspections and has passed the Final Inspection by all applicable departments.
- **EXPIRED** - Permit has passed the permitting time frame of 180 days. Work shall be considered to be in active progress when the permit has received an approved inspection within 180 days. For permits that exceed this time frame the permit becomes **EXPIRED**. Applicants are advised to contact the Building Division at 772-226-1260 for further guidance on expired permits and resolution.
- **CANCEL** - Permit has been cancelled by the applicant.
- **VOID** - Permit has been applied for however it has exceeded the 180-day requirement. The permit is still in Review at this time and this status type allows the permit to continue in the review period without becoming an **EXPIRED** permit.
- **COED** – The structure has received all Final Inspections and has received a Certificate of Occupancy.

Citizen Portal Permit Information Tab

Permit Information

Welcome To Indian River County's E-Permitting online service. It offers you an easy way to access your permit and inspection information with the touch of a button.

We look forward to working with you in this exciting new process and welcome your comments.

You will need to provide the 'Permit Number' and 'Confirmation Number' in order to access your permit. The 'Confirmation Number' is printed on your permit and is required here for security purposes.

Permit Number

Confirmation Number

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Sample Status Report on the Customer Portal

Permit Reports

Permit Details

Permit Number	<input style="width: 95%;" type="text"/>
Permit Type	BRCOM RESIDENTIAL COMBINATION NEW CONSTRUCTION
Address	<input style="width: 95%;" type="text"/>
Contractor DBA	<input style="width: 95%;" type="text"/>
Status	READY
Date Issued	
Date Applied	04/28/2021
NOC	
Density Report	N

Please select a report to generate

-- No Selection --

←View Report

Please select a report to generate

Permit Plan Review with Checklists

-- No Selection --

- 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
- Permit Plan Reviews
- Permit Plan Review with Checklists

Status of Plan Review

Applicants can also review permit reports from the Citizen Portal. From the drop down tab applicants can select Permit Details, CO Checklist Report, Payment Slip History, Inspection History, Permit History including Sub-contractor and Inspection History, Plan Reviews and Plan Review Checklists. Below is a sample Permit Plan Review Report showing the applicant what departments have reviewed the permit and the status of the review. From this report applicants can easily view the departmental review status. If applicants wish to view the reviewer comments the applicants may select the Permit Plan Review with Checklists Report to view all associated comments by reviewing departments. Please see the snapshots below.

Permit Plan Review Report

CDPR2116 - Permit Plan Review Report

PERMIT NBR	TYPE	STATUS	APPL DATE	ISSUED DATE	APPL NAME	OWNER NAME
DEPT	DUE DATE	REV STATUS	IN DATE	OUT DATE	RELEASE DATE	RELEASE REMARKS
	BRCOM	READY	04/28/2021			
BLD	05/28/2021	COMPLETE	05/29/2021	09/10/2021	09/10/2021	
FW6	05/28/2021	COMPLETE	05/17/2021	07/28/2021	07/28/2021	
UT2	05/28/2021	COMPLETE	07/22/2021	07/22/2021	07/22/2021	
PL10	05/28/2021	COMPLETE	05/21/2021	09/07/2021	09/07/2021	
PL8		COMPLETE	09/07/2021	09/07/2021	09/07/2021	

Permit Plan Review with Checklists Report

CDPR2116CHK - Permit Plan Review with Checklists Report

PERMIT NBR	TYPE	STATUS	APPL DATE	ISSUED DATE	APPL NAME	OWNER NAME
DEPT	DUE DATE	REV STATUS	IN DATE	OUT DATE	RELEASE DATE	RELEASE REMARKS
	PRM	VOID	03/19/2021			
		<u>CHECKLIST ITEM</u> BLD: POOL CODE		<u>STATUS</u> NO	<u>REMARKS</u> 1. Please provide a soils investigation report from a Florida Licensed Soils Engineer for review for new pool to replace existing pool. 4/9/2021- After receiving the above request soils report from KSM it appears that a helical pile foundation has been recommended however the submitted construction plans are for a conventional pool foundation. Please send a copy of the soil report to Clinton Rahjes, PE, for review as pool should be re-designed. 9/3/2021 Received updated plans with new design with helical piles to comply with the soils inspection report provided by KSM however plans do not provide sufficient details on the proposed helical piles. Please provide the below information for review. 1. Show compliance with FBC B 1810.3.5.3.5- Helical Piles. Dimensions of the central shaft and the number, size and thickness of helical bearing plates shall be sufficient to support the design loads. 2. Show compliance with FBC B 1810.4.11 - Helical piles. Helical piles shall be installed to specified embedment depth and torsional resistance criteria as determined by a registered design professional. The torque applied during installation shall not exceed the maximum allowable installation torque of the helical piles.	

Please visit <http://indianriver.clearvillageinc.com/CitizenPortal/DefaultIRC.aspx> to download the guide and start using the portal for quick and easy access to all of your permits.

Notification of Plan Review

Each permit application is reviewed in the Building Division by a Florida Licensed Plans Examiner and each permit must meet current Florida Building Code requirements. Once the permit is in review the Plans Examiner will change the Plan Review Status to the applicable Status.

- IN REVIEW- Permit is in review by the Plans Examiner in the Building Division.

- HOLD- Permit is on HOLD and the Plans Examiner has comments on the permit submittal. At this time the Plans Examiner shall generate a letter listing any plan deficiencies and email a copy of the letter to the permit applicant. For commercial permits the Design Professionals listed on the permit application will also receive a copy of the comment letter.
- PENDING ROUTING- The permit is missing approvals from other departments however it has passed the Building Division review process. The permit will stay in this status until all other departments have completed and approved their review.
- COMPLETE- The permit has been reviewed by the Plans Examiner and is marked Complete. At this point all Departments have reviewed and approved the permit and the permit will now be moved to the Building Support Specialists to finalize the permit approval.

APPROVAL PROCESS OF PERMIT APPLICATIONS

Applicants are advised that Building Permit Applications are considered incomplete until all other IRC/COVB Departments and other Governmental agency reviews are completed and approved. The Building Permit Application will be routed to other departments, even if considered incomplete, in order to expedite the review process. The Building Permit Application review and approval time clock does not start until the application is deemed a Complete Application.

Approving Department

As stated earlier in this document, there are various departments that review permit applications. Listed below are the contact phone numbers for each department.

- Indian River County Building Division 772-226-1260
- Indian River County Community Development Department 772-226-1259
- City of Vero Beach Planning and Development Department 772-9748-4550
- Indian River County Public Works Department 772-226-1283
- City of Vero Beach Public Works Department 772-978-4870
- Indian River County Utility Department 772-770-5300
- Indian River County Fire Prevention Bureau 772-226-1880
- Florida Department of Environmental Health 772-794-7440
- Florida Department of Environmental Protection 850-245-2118

COMPLETENESS OF ALL REVIEWS

Once the permit has received approval from all departments and each department has marked the permit COMPLETE the permit will then move forward in the process to the Building Support Specialist Staff for final processing of the permit.

Permit Plan Review Report

CDPR2116 - Permit Plan Review Report

<u>PERMIT NBR</u>	<u>TYPE</u>	<u>STATUS</u>	<u>APPL DATE</u>	<u>ISSUED DATE</u>	<u>APPL NAME</u>
<u>DEPT</u>	<u>DUE DATE</u>	<u>REV STATUS</u>	<u>IN DATE</u>	<u>OUT DATE</u>	<u>RELEASE DATE</u>
	BRCOM	READY	04/28/2021		
BLD	05/28/2021	COMPLETE	05/29/2021	09/10/2021	09/10/2021
FW6	05/28/2021	COMPLETE	05/17/2021	07/28/2021	07/28/2021
UT2	05/28/2021	COMPLETE	07/22/2021	07/22/2021	07/22/2021
PL10	05/28/2021	COMPLETE	05/21/2021	09/07/2021	09/07/2021
PL8		COMPLETE	09/07/2021	09/07/2021	09/07/2021

Notification of Fees Due

The permit applicant will receive an email notification when the permit package has been approved. Applicants can also use the portal to view Payment Slip and Fees.

Payment of Fees and Permit Issuance

Depending on the type of submittal there are various ways to pay outstanding fees on permits. Payments accepted are Cash, Check, Visa, MasterCard and Discover.

Paper Application Submittals: Applicant must pay in-person at the Building Division. Applicant will receive the approved permit documents once all fees have been paid in full and the permit will proceed to ISSUED status. For applicants paying by Credit Card, the applicant should fax in a Credit Card Authorization form to 772-770-5333 for processing.

Email (electronic) Application Submittals: Applicant can pay either in-person at the Building Division or the applicant can pay by credit card either by faxing in the Credit Card Authorization Form or by calling and speaking with a Building Support Specialist and providing credit card payment information. Once payment has been received in full the Building Support Specialist will email the applicant the approved permit documents and the permit will proceed to ISSUED status.

Citizen Portal/Clear Village Permits: Applicants applying through the portal for Limited Scope Electrical permits or A/C Changeout permits can pay online via Point and Pay. Payment methods accepted via the portal are Visa, MasterCard and Discover.

Job-Site Copy

The permit applicant is responsible for delivering the approved permit package and all applicable documents to the job site. This includes all approved plans and all Florida Product Approvals or Miami Dade NOA's. The printed job copy must contain the Indian River County

Building Division stamps and signatures from the plans examiners and other departmental approval stamps. The job copy must remain intact and legible for inspection.

Revisions on Issued Permits

Revisions are changes made to the original approved scope of work after the issuance of the permit. Revised drawings must be submitted to the Building Division for review. Revisions can either be submitted in-person or via email at electronicpermit@ircgov.com. All revisions must be accompanied by a cover sheet addressing the intent of the revision. The Revision Cover Sheet can be found online at <https://ircgov.com/communitydevelopment/Applications/Index.htm>. If submitting via email please follow the email permitting guidelines pertaining to Email Subject, Email Body and Attachments. Revisions are processed the same way a permit application is processed and often times requires review by various departments.

The Indian River County Building Division is here to help you and if you have further questions about our procedures or policies please feel free to contact us at 772-226-1260 or email us at buildingsupportspecialist@ircgov.com.