

The **Indian River County Community Development Department** has announced changes in its offices (which include the **Building Department, Current Development, Code Enforcement, Long Range Planning, and Fire Safety Divisions**) to help continue to provide necessary services to the public and business community while ensuring the safety of the public.

Effective **March 23, 2020**, the Department will only accept departmental permits and will conduct all departmental processes by **phone, electronically**, and/or by using one of our convenient **Drop-off and Pick-up boxes** in the **Lobby of the County Administration Building**.

**While the Community Development Department's** physical offices will be closed to the public, County employees will all be available **via phone** and **via email** and we will ensure that all residents and businesses may access the functions and information they need **without person-to-person contact** at the department offices. This includes **obtaining information about, applying for, filing, and receiving building permits, temporary use permits, administrative approval permits**, file or follow up on a **code enforcement** action, apply for **housing assistance**, and all other departmental functions.

While all-electronic formats are preferred at this time, paper applications will still be accepted in the lobby to minimize hardship for our applicants.

#### **Instructions for Electronic Permit Filing**

We urge the public to download e-applications, attach plans electronically in 11" x 17" format (maximum), and submit those applications by email to [BuildingSupportSpecialist@ircgov.com](mailto:BuildingSupportSpecialist@ircgov.com). Please FAX a credit card authorization form for fee payment (**Building Department Permits only, FAX number (772)770-5333**) or drop off payment at the **locked payment drop box** during normal lobby hours (8:00am – 5:00pm) to process payment. Some permits, such as Air Conditioner Permits, are available completely on-line. Please visit the Building Division Website [https://www.irccdd.com/Applications/Building\\_Division.htm](https://www.irccdd.com/Applications/Building_Division.htm) to download permits and for more detailed permit instructions.

#### **Instructions for Paper Permit Filing**

Submit applications and payment in the **APPROPRIATE LOBBY BIN**, just like you would at the counters, during normal lobby hours (8:00am – 5:00pm). **To ensure proper processing of applications, please keep in mind the following:**

- Notary services will **not** be available. If required, please **HAVE PERMIT APPLICATIONS NOTARIZED PRIOR TO EMAILING OR DROPPING OFF.**
- Please make sure all application packages dropped off at the department are **COMPLETE and TIGHTLY BOUND or BAGGED** to prevent lost attachments. If there are questions about an application's completeness, please call the appropriate contact or call (772)226-1260 from the lobby for help.
- Please **DO NOT ATTACH PAYMENT** to the application. Drop checks and credit card authorization forms in the **LOCKED PAYMENT BOX** in the LOBBY.
- Under no circumstances **WILL CASH BE ACCEPTED.**

If you have questions about **SUBMITTING APPLICATIONS**, to receive the **PROPER APPLICATION**, or for **ANY OTHER QUESTIONS**, contact the Department at **(772)226-1260**.

Thank you in advance for your cooperation and patience in this time of emergency.