

**Process for Electronic Submittals to Obtain  
Construction Acceptance of Single Family Residential Building Permits from the  
Indian River County Land Development Section  
(Revised April 7, 2020)**

*If the process is not followed all requests will be rejected without further review at the time the deficiency is discovered.*

1. Electronic Delivery Process:
  - a. email to [IRCPWLDSC@ircgov.com](mailto:IRCPWLDSC@ircgov.com)
2. Items Required:
  - a. Subject Heading:
    - i. *Lot CO Request – Street Address – Permit Number*
    - ii. Examples
      1. Lot CO Request – 15 Corona Drive – PN 2020000000
  - b. Include address, building permit number
  - c. List all included documents
  - d. As-built Survey (digitally signed and sealed for electronic submittal)
  - e. Photometric proof of front pedestrian sidewalk cross and longitudinal slopes
  - f. Other supporting documents
  - g. Name and Email address of who will receive any comments of the submittal
3. Electronic files are required to be readable by Adobe Reader either in PDF format or other cloned extension
4. File naming convention
  - a. All files shall be named in accordance with the filename convention list located below
  - b. Documents that do not match with the attached list shall be named as close as possible to the represented file
  - c.

**Review Process for Certificate of Occupancies for Residential Homesites**

5. Engineering Inspection Staff shall review the provided information
6. All County Comments to reviews shall be sent to the email as directed above.
7. Any Responses shall use the subject heading as directed above.
8. Filenames shall be in accordance with the filename convention list.

*Review Complete*

9. Engineering Inspection Staff will notify the Building Department of its acceptance of the project

**Filename Convention List**

Filename	Description
Street Address SW photos-#	SW certification photos, # = photo number
Street Address As-Built Survey YYMMDD	As-built Survey