

**Process for Electronic Submittals of
Single Family Residential Right-of-Way Permit Applications**

Submittal Process

(Advisory) If the process is not followed the application may be delayed.

1. Items Required:
 - a. Permit application
 - b. Description of work
 - c. Sketch as required on application
 - d. Other supporting documents
2. Payment of fees by check is required prior to commencement of review. Fees shall be mailed or hand delivered. Correspondence shall be provided with the check which includes the construction location address and date of electronic submittal.
3. Electronic files
 - a. Submitted filenames shall start with the location street address
 - b. Total size of email shall not exceed 30 Mb
4. Delivery Process
 - a. Email to IRCPWROW@ircgov.com
5. Email shall include
 - a. Subject Heading:
 - i. ROWRES – Street Address – (Application or Response#)
 - ii. Example
 1. ROWRES – 111 Somewhere Street – Driveway Application
 2. ROWRES – 111 Somewhere Street – Driveway Application Response1
 - b. Filenames to download
 - c. Description of what is proposed
 - d. Whether payment will be hand delivered or mailed

Review Process

6. All reviews and comments will be provided to the Applicant via provided email address.
7. All Applicant responses to the reviews shall be sent to the email as directed above.
8. Applicant responses shall use the subject heading as directed above.

Review Complete

9. The permit will be emailed to the Applicant.

If you should have any questions regarding this process, please contact the Public Works Department at 226-1283.

(Advisory) Hard copy documents are quarantined 24 hours prior to use in each County Department. Please be patient as we keep operations moving forward.