



*Office of the*  
**INDIAN RIVER COUNTY  
ADMINISTRATOR**

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Jason E. Brown, County Administrator  
Michael C. Zito, Assistant County Administrator

May 29, 2020

As Indian River County continues a phased and strategic approach to safely re-open County facilities, we are pleased to announce the ability to schedule appointments with County staff by using the new Appointment Scheduler.

The Appointment Scheduler will allow County staff to offer services and resources to County residents and businesses while also ensuring all social distancing guidelines are followed. In order to protect the health and safety of all who visit the County Administration offices, please consider the following guidelines when meeting with County staff:

- Facemasks are strongly encouraged
- Practice social distancing by maintaining a minimum distance of 6 feet from the nearest person while in the building
- Limit the number of people participating in any appointment to only those necessary for the issue at hand
- Wash your hands before and after your appointment
- If you think you may be sick or are experiencing symptoms of COVID-19, please stay home and check the Indian River County website for ways to conduct your business electronically

To utilize the Appointment Scheduler, please visit [www.ircgov.com](http://www.ircgov.com).

***Public Works Department***

Starting Tuesday, June 2<sup>nd</sup>, appointments will be available on Tuesdays and Thursdays from 10:00am to 4:00pm. Please be advised that no more than three people will be permitted to attend a scheduled appointment in order to ensure appropriate social distancing guidelines are followed.

To schedule an appointment with a member of the Public Works staff, please visit the Appointment Scheduler at [www.ircgov.com](http://www.ircgov.com), call 772-226-1384, or email [jmeans@ircgov.com](mailto:jmeans@ircgov.com).

## ***Community Development Department***

Appointments with Community Development staff may be made in the following manner:

- Appointments with Building Support Specialists (for questions about the status of individual permits, the permitting process, or to get information on applying for a permit) are available Monday through Friday between 8:30am and 4:00pm.
- Appointments with the Plans Examiner of the Day (for technical questions about construction plans and building codes) are available Monday through Friday between 1:00pm and 4:00pm.
- Appointments with the Contractor Licensing Specialists (for questions about becoming a licensed contractor in Indian River County) are available Monday through Friday between 8:30am and 4:00pm.
- Appointments with Fire Prevention Specialists (for questions about Fire Code compliance in Indian River County) are available Monday through Friday between 8:30am and 4:00pm.
- Appointments with the Planner of the Day (for questions about zoning setbacks, subdivisions, site plans, and long and short range plans) are available Monday through Friday between 1:00pm and 4:00pm.
- Appointments with the Metropolitan Planning Organization (for questions about the GoLine and long and short range transportation plans) are available Monday through Friday between 1:00pm and 4:00pm.
- Appointments with the State Housing Initiative Partnership (SHIP) program (for questions about housing acquisition and rehabilitation assistance for low-income individuals) are available Tuesday, Wednesday, and Thursday between 9:00am and 12:00pm.
- Appointments with Code Enforcement Officers are available Friday between 9:00am and 12:00pm.

To make an appointment with County staff from any of the aforementioned divisions within the Community Development Department, please visit the Appointment Scheduler at [www.ircgov.com](http://www.ircgov.com), call 772-226-1230, or email [cbedell@ircgov.com](mailto:cbedell@ircgov.com).

The Indian River County Community Development Department will also continue to accept departmental permits and conduct business by phone, email, or by using Drop-off and Pick-up bins located in the lobby of the County Administration building.

## ***Utilities Department***

Appointments with staff from the Utilities Department can be made through the Appointment Scheduler at [www.ircgov.com](http://www.ircgov.com) or by phone at 772-770-5300.

Utility payments and applications for new service can be made by visiting [www.ircutilities.com](http://www.ircutilities.com).