

Instructions for Electronic Permit Filing

We urge you to download e-applications, attach plans electronically in 11" x 17" format (maximum), and submit those applications by email to 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 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 YOUR PERMIT APPLICATION 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.