

# Simplified Permit Automation for COVID-19 Emergency “SPACE”

## Electronic Permitting

### To All Applicants

In combatting the spread of infectious disease, maintaining appropriate social distancing **space** is the key. **SPACE** is also the name of Indian River County's *new fully electronic permitting system*.

In addition to a safer process, the new protocols will be faster and more environmentally friendly.

For questions, call our General Information Line **(772)226-1260**

## How the Process Works

The Department will accept electronic permit submittals by email and electronic payment by credit card. Just follow the simple steps:

For detailed instructions follow this link:

<https://www.irccdd.com/Applications/Electronic/Email-Permits.pdf>

### 1. Create Electronic Files

Permit package and documents may need to be broken into smaller attachments for routing purposes.

The **maximum** size of all combined attachment files is **29 MB**.

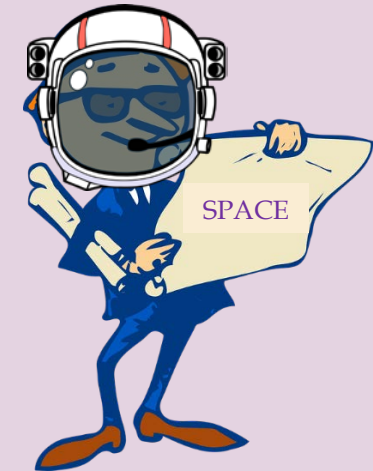
Break down attachments into the following **separate PDF files**.

- Permit Application
- EC-PA (Energy Code and Product Approval)
- Survey
- Plans (do not break these up or scan into separate files)
- Other Documents

(Permit types with fewer documents can be sent in one attachment).

## 2. Save Files in Proper Format

Attached files must be in a format readable by **Adobe Reader (PDF)**.



## 3. NAME YOUR EMAIL and FILES PROPERLY

To help us manage your application in a timely manner, please follow the following conventions.

**Email Subject:** Contractor Name, Subdivision and Lot #, Address, (when available).

**Email Body:** Must include description of what type of work is proposed and permit type (eg: BRCOM-SFR, addition, re-roof, etc). Please include **relevant contact information** if we need to have phone contact or other email addresses.

### 3. NAME YOUR EMAIL and FILES PROPERLY

(Continued)

#### File Name Standards:

- **Permit Application** - Street Address of Property (if known) or parcel id followed by application type.  
Example:  
**123 Main Street BRCOM.PDF**
- **Energy Code and Product Approval**  
Street Address of Property followed by "EC-PA"  
Example:  
**123 Main Street EC-PA.PDF**
- **Survey** - Street Address of Property followed by "EC-PA"  
Example:  
**123 Main Street Survey.PDF**
- **Plans** (do not break these into separate PDFs) - Street Address of Property followed by "Plans"  
Example:  
**123 Main Street Plans.PDF**
- **Other Documents** - Street Address of Property followed by description or "Other"  
Example:  
**123 Main Street Other.PDF**

### 4. CHECK FILES FOR COMPLETENESS AND SEND

Email Complete Package to:

[electronicpermit@ircgov.com](mailto:electronicpermit@ircgov.com)



### 5. MAKE PAYMENT

(Application Fee need not be submitted with application: fee is due prior to permit issuance)

- Check – drop-off in lock box, mail in
- Credit Card Authorization Form – Fax in, drop-off in lock box, Email approval for Building Support Specialist staff to fill in Form for required fee amount due
- Impact Fee – For required fee and payment (credit cards not accepted) call 772-226-1250
- Other Department Fees – Contact these departments directly (eg, Utilities, Public Works)