

### **Process for Submitting Paper Documents to Public Works**

Submittal bins for different types of Public Works permits are located in the Lobby of Building A of the County Administration Building located at 1801 27<sup>th</sup> Street, Vero Beach, Fl. Place submittal documents in the **designated bin or miscellaneous project bin**, during normal lobby hours (8:00am – 5:00pm). If a payment is part of the submittal package, please call 772-226-1283 or 772-226-1087 for assistance.

#### **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 staff member or using your cell phone, call (772)226-1283 from the lobby for help.
- 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) 226-1283 or (772)-226-1087**

Thank you in advance for your cooperation and patience in this time of emergency.