



INDIAN RIVER COUNTY/CITY OF VERO BEACH
BUILDING DIVISION

1801 27th Street, Vero Beach, FL 32960 772- 226-1260

After-the-Fact Permit Procedures

- **The below information pertains to After-the-Fact permitting requirements and procedures for structures built without a permit.**
- **Applicant must complete the appropriate permit application based on the type of permitted work. Applicant can visit https://ircgov.com/communitydevelopment/Applications/Building_Division.htm to select the correct application.**
- **Applicant must submit four (4) copies of the below information. Additional information may be required during plan review that is not listed below.**
 - **A Florida Licensed Design Professional must inspect and certify the existing un-permitted structural alterations or additions no longer open for inspection. A detailed description of the type of inspection performed, equipment used during testing, location of test and inspections must be provided to the Building Division when applying for a permit.**
 - **A Florida Licensed Design Professional must also provide a signed and sealed letter along with their report addressed to the Building Official stating the structure is in compliance with the current Florida Building Code.**
 - **Construction documents that are signed and sealed by a Florida Licensed Design Professional will be required to show the After-the-Fact structural alterations or additions and all proposed work to be included with this permit application. Construction documents shall comply with the current Florida Building Code.**
 - **Plumbing, Electrical, Mechanical, Roofing and Insulation contractors shall be required to issue a notarized letter signed by the Qualifier of the Company certifying that the existing/concealed work done without a permit complies with the current/applicable Florida Building Code and National Electrical Code.**
 - **Survey or Site Plan indicating location of the After-the-Fact structure or addition along with distances to other structures, lot lines and easements. Finished floor elevation must also be indicated on the survey/site plan.**
 - **All Planning, Public Works, Environmental Health and Utility Department requirements must also be met on any un-permitted work. Applicant is advised to check with other departments for additional requirements or fees that may be associated.**
 - **A Recorded Notice of Commencement (NOC) preferred to be submitted with application but must be submitted prior to first inspection if job value exceeds \$2500.**
 - **Applicants are advised that Building Permit Applications are considered incomplete until all other IRC/COVB Departments and other Governmental agency reviews are completed and approved. The Building Permit Application will be routed to other departments, even if considered incomplete, in order to expedite the review process. The Building Permit Application review and approval time clock does not start until the application is deemed a Complete Application.**