



INDIAN RIVER COUNTY/CITY OF VERO BEACH
BUILDING DIVISION

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

Temporary Sales Office Procedures

- **The below information pertains to proposed Temporary Sales Offices proposed in New Single Family Residences under construction by the developer.**
 - **Applicant must have a permit approved and under construction for a New Single Family Residence.**
 - **Applicant will need to contact the Planning Department to apply for a Temporary Use Permit for the Sales Office.**
 - **Applicant will need to submit a revision to the Building Division on the BRCOM permit to convert an area of the Single Family Residence to a Temporary Sales Office. The following items are required to be addressed by the Design Professional however additional items may also be requested depending on site conditions:**
 - **Four (4) copies of updated survey/site plan depicting residence and proposed parking area.**
 - **Four (4) copies of signed and sealed plans by the original Design Professional. Plans and surveys should clearly depict the below information:**
 - **Accessible Sales Office Entry Door including threshold and maneuvering clearance at landing (inside and outside)**
 - **Accessible Parking**
 - **Accessible route of travel from accessible parking area to Sales Office entry**
 - **Accessible toilet facilities, portable temporary facilities are acceptable**
 - **Maneuvering clearance at landing outside of accessible entrance**
 - **Residence will only receive a Temporary Certificate of Occupancy during time period when Temporary Sales Office is in use at the residence.**
 - **When Temporary Sales Office is no longer needed the applicant will need to apply for a Residential Alteration permit to convert the Sales Office back into a residential use space. Applicant will need to provide four (4) copies of signed and sealed plans from a Florida Licensed Design Professional for the conversion.**
 - **Once the above Alteration permit receives a passing Final Inspection the applicant should contact the Indian River County Building Division to request a Final Certificate of Occupancy.**