



**INDIAN RIVER COUNTY/CITY OF VERO BEACH  
BUILDING DIVISION**

1801 27<sup>th</sup> Street, Vero Beach, FL 32960 772 226-1260

# **NOTICE**

**From:** Scott McAdam, CBO, MCP, Building Official  
**To:** All Permit Applicants  
**Date:** 02/18/15 Revised second Notice 8/12/15  
**Subject:** Drywall, Concrete, Masonry, Carpentry, and Stucco Sub-Contractor Affidavit Forms

**Effective Date:** Permits applied for on or after June 30, 2015, Computer System Implemented August

**Policy:**

Currently Sub-Contractors such as Mechanical, Electrical, Plumbing, Roofing, Irrigation, Insulation Burglar Alarm, Fuel/Gas and Garage Door Affidavit Forms are attached to the Combination Permit. As of 6/30/15, a Sub-contractor Affidavit Form will also be required for Drywall, Concrete, Masonry, Carpentry and Stucco Sub-Contractors. As indicated above computer system set up has been completed in August, so an additional month has been given for this requirement.

Please complete and submit the Affidavit Form to the Building Division by Fax 772-770-5333, mail or hand deliver prior to requesting related inspections. Related inspection requests cannot be scheduled until the form is submitted and approved.

Sub-Contractor's License must be in "Active" status in order to request and receive any related drywall, concrete, masonry, carpentry or stucco/lath inspections. If the contractor's license becomes "INACTIVE" it will affect the ability to request inspections.

This policy will assist in documenting and verifying that licensed sub-contractors are being used and that their license is active. Our Contractor Licensing Investigators will also be using these forms for verifying licenses in the field, and to regulate our Contractor Licensing Rules and Regulations.

We are receiving numerous complaints regarding unlicensed and unpermitted activity. We recently hired a second Contractor Licensing Investigator with the goal of having two Investigators working towards addressing these issues and having a better presence in the field. The Sub-Contractor Affidavit Forms will be one of our tools.

Report unlicensed and unpermitted activity to Betty 226 1800 or David 226 1829