



**INDIAN RIVER COUNTY/CITY OF VERO BEACH
BUILDING DIVISION
1801 27th Street, Vero Beach, FL 32960 772 266-1260**

NOTICE

From: Scott McAdam, CBO, MCP, Building Official
Ryan Sweeney, Chief, Current Development Planning Section

To: All Permit Applicants, Design Professionals, Contractors and General Public

Date: 04/12/2021

Subject: Re-opening of some Walk-in/Over-the-Counter Permit Services

Effective Date: Tuesday April 12, 2021

Information

1. Due to the desire to provide a more normal permitting application process and enhanced customer service and options, the Building and Planning Departments will re-open many permit types to walk-in’s and over the counter processing. This will be a soft roll out and not all permit types will be involved, see list below.
2. Building and Planning Department staff will not process any over-the-counter permits for commercial/industrial sites, condominiums, or multi-family residential projects.
3. This list shall be treated as “Phase 1” of over-the-counter permits, and we can reassess adding or removing certain permit types in a few weeks depending on demand.
4. Building and Planning Department staff will be strict and consistent about enforcing the policy of no more than 3 over-the-counter permits per applicant/contractor per day. If more than 3 will be submitted then prioritize the 3 that are needed and the others will need to be dropped off for review and issuance.
5. There will still be some of the permit types listed below that may need additional department and or other agency reviews and approvals. This will require that permit application to be dropped off for review or the applicant to provide those approval(s) with the application package. An example would be projects located on a septic system will need the Florida Department of Health approval. Another example would be any project located within the City of Vero Beach jurisdiction.

Driveways (only if it does not require a County ROW permit or the applicant has already received the County ROW permit)

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|---------------|----------------|------|
| Slabs | Solar | Demo |
| Fence | Re-roof | |
| Tie down/shed | Infill screen | |
| Window | Easy revisions | |
| Doors | Shutters | |