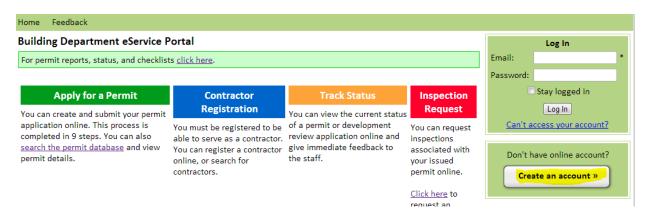
# **Indian River County Building Division's Citizen Portal Guide**

The Building Division offers a variety of convenient electronic services over the County's website. The direct link to the Building Division's Citizen Portal is:

http://indianriver.clearvillageinc.com/citizenportal

### **Setting up an Account**

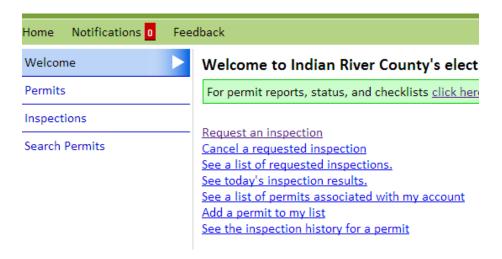
Because the site offers the ability to sign documents electronically, a user id is needed for full access to the site. If you do not already have an account for the website, setting up a new account is easy and it is free. Just click on "Create an account" on the right side of the page and follow the instructions.



When you complete the form, click "Create Online Account" on the bottom right of the page. You will receive an email asking for confirmation. When you click the web address in the email your account will be activated. If you do not receive an email, please check your email spam folder.

#### **Quick Access to Electronic Services**

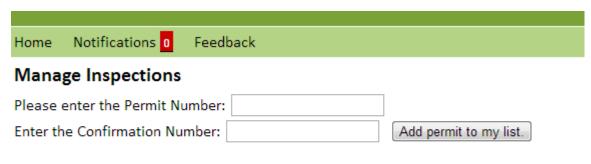
When you log into the website, the home page lists the most commonly requested services for your convenience. You can navigate to the home page at any time by clicking home or clicking the County logo.



Just click on the desired service and follow the directions on the page.

#### Requesting an Inspection:

The first time you request an inspection, you may not have any permits associated with your user id. To add a permit, just enter the permit number and the confirmation number (found on the permit), and click "Add to my list"



You have no permits requiring inspections.

When you add a permit to your list, you will be presented with a form for requesting inspections. Just choose the desired date, select the desired inspection from the "Inspection Type" menu, add any comments for the inspector, and click "Request Inspection"

| Home Notificat     | ions 0 Feedback   |  |  |  |  |
|--------------------|---|--|--|--|--|
| Manage Inspe       | umber: 2014010220 ( <u>If this is not correct, click here</u> )           |  |  |  |  |
| Permit Number:     | 2014010220 (If this is not correct, click here)                           |  |  |  |  |
| Permit Type:       | Residential / RSP20 - RES DOORS/WINDOWS/SHUTTERS                          |  |  |  |  |
| Applicant:         | JOHN TANTILLO   |  |  |  |  |
| Address:           | 2345 BONITA AV VERO BEACH, FL 32960                                       |  |  |  |  |
| Contractor:        |   |  |  |  |  |
| Work Description   | : REPLACING 1 WINDOW  |  |  |  |  |
| Inspection Type:   | 999RSP20 - FINAL RES DOORS/WINDOWS/SHUTTERS - UP TO 4 COMPONENTS/OPENINGS |  |  |  |  |
| Request For:       | 01/15/2014  |  |  |  |  |
| Comments:          |   |  |  |  |  |
| Request Inspection | n   |  |  |  |  |

You have no permits associated with your account requiring inspections. Please enter the permit number and the  $\mu$  your account.

Typically, when you click "Request Inspection", you will be presented with a list of the permits associated with your account which require an inspection.

| Home           | Notifications 0                 | Feedback               |  |  |  |  |
|----------------|---------------------------------|------------------------|--|--|--|--|
| Mana           | ge Inspection                   | s                      |  |  |  |  |
| Please         | Please enter the Permit Number: |                        |  |  |  |  |
| Enter th       | ne Confirmation N               | Add permit to my list. |  |  |  |  |
| Your A         | pproved Permits                 | <b>S</b>               |  |  |  |  |
| filter b       | ру                              |                        |  |  |  |  |
| Permit Number: |                                 |                        |  |  |  |  |
| Addres         | ss:                             |                        |  |  |  |  |
| Filter         | Clear                           |                        |  |  |  |  |

Click "Show Inspections" to view the pending inspections for each permit.

| Permit #   | Permit Type   |                  |                   |
|------------|---|------------------|-------------------|
| 2014010220 | Residential / RSP20 - RES<br>DOORS/WINDOWS/SHUTTERS | Show Inspections | Address: 2345 BOI |
|            | Residential / RSP21 - RES<br>DOORS/WINDOWS/SHUTTERS |                  |                   |

To request an inspection, just click on "Show Inspections" next to the desired permit and click the check box next to the desired inspection(s). You can request multiple inspections by checking more than one box. Select the desired date, add comments for the inspector, and click "Request".



### **Cancelling an Inspection:**

To cancel an inspection, click "Cancel a requested inspection" on the home page. You are then given a list of upcoming inspections. Click "cancel request" next to the inspection to be canceled.

### Upcoming Inspections

999RSP20 - FINAL RES DOORS/WINDOWS/SHUTTERS - UP TO 4 COMPO

This inspection is requested for Wed, Jan 15 [cancel request].

#### See a List of Requested Inspections

To see a list of requested inspections, click "See a list of requested inspections" on the home page. You will be taken to the Inspections page which shows today's results and lists upcoming inspections.

## Today's Inspections

You have not requested any inspections for today and no inspections are s

## Upcoming Inspections

503 - SLABS (Permit 2014010190)

This inspection is requested for Wed, Jan 15 [cancel request].

999MER - FINAL MECHANICAL RESIDENTIAL (Permit 2014010231)

This inspection is requested for Wed, Jan 15 [cancel request].

141 - DRIVEWAY (Permit 2014010190)

This inspection is requested for Wed, Jan 15 [cancel request].

### See Today's Inspection Ressults:

To see today's inspection results, click "See today's inspection results" on the home page. You will be taken to the Inspections page which shows todays results and upcoming inspections. Approved inspections are shaded green; disapproved inspections are shaded red.

### Today's Inspections

## 141 - DRIVEWAY (Permit 2014010190)

Approved by George Perez on Tue, Jan 14 at 4:03pm.

Reason: 90 - APPROVED

## 

Disapproved by George Perez on Tue, Jan 14 at 4:05pm.

Reason: 78 - NOT READY TO INSP

## Upcoming Inspections

### 999MER - FINAL MECHANICAL RESIDENTIAL (Permit 2014010231)

This inspection is requested for Wed, Jan 15 [cancel request].

#### See the Permits Associated with Your Account:

From the home page, click "See a list of permits associated with my account". You will be taken to the Permits page.

#### **Permits**





Applied for a permit in person? If so Click here to associate a permit with your online account.

#### Permit Application History:

| Number     | Address      | Permit Type                                      | Expiration Date   | Status | Available Inspections |
|------------|--------------|--|-------------------|--------|-----------------------|
| 2014010231 |              | Residential / MER -<br>MECHANICAL<br>RESIDENTIAL |                   | Issued | 0                     |
| 2014010190 |              | Residential / SLABR                              | Sun, Jul 13       | Issued | <u>5</u>              |
| 2013010016 | 4826 30TH AV | Residential / BRALT                              | Mon, Aug 05, 2013 | Final  | 0                     |
| 2012120413 |              | Residential / RR - RE-<br>ROOF                   | Sun, Apr 27       | Final  | 1                     |

The permits table provides access to permit information by clicking the permit number. You can click on the address to see a list of permits for that address. Clicking on the number of available inspections takes you to a list of inspections for the permit.