

# 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.

The screenshot shows the 'Building Department eService Portal' with a green header bar containing 'Home' and 'Feedback' links. Below the header, there is a navigation bar with four main service categories: 'Apply for a Permit' (green), 'Contractor Registration' (blue), 'Track Status' (orange), and 'Inspection Request' (red). Each category has a brief description and a 'Click here' link. To the right of these categories is a 'Log In' form with fields for 'Email' and 'Password', a 'Stay logged in' checkbox, and a 'Log In' button. Below the login form is a 'Don't have online account?' section with a yellow 'Create an account »' button.

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.

Home Notifications **0** Feedback

Welcome ▶

Permits

Inspections

Search Permits

## Welcome to Indian River County's elect

For permit reports, status, and checklists [click here](#)

[Request an inspection](#)

[Cancel a requested inspection](#)

[See a list of requested inspections.](#)

[See today's inspection results.](#)

[See a list of permits associated with my account](#)

[Add a permit to my list](#)

[See the inspection history for a permit](#)

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”

Home Notifications **0** Feedback

## Manage Inspections

Please enter the Permit Number:

Enter the Confirmation Number:

*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”

## Manage Inspections

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:

Comments:

*You have no permits associated with your account requiring inspections. Please enter the permit number and the permit type in the search box to view 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.

## Manage Inspections

Please enter the Permit Number:

Enter the Confirmation Number:

[Add permit to my list.](#)

### Your Approved Permits

filter by

Permit Number:

Address:

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

Permit #	Permit Type	
<a href="#">2014010220</a>	Residential / RSP20 - RES DOORS/WINDOWS/SHUTTERS	<a href="#">Show Inspections</a> Address: 2345 BONITA AV
<a href="#">2014010226</a>	Residential / RSP21 - RES DOORS/WINDOWS/SHUTTERS	<a href="#">Show Inspections</a> Address: 642 HATTERAS CT SW

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".

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

Permit #	Permit Type	Project Name				
<a href="#">2014010220</a>	Residential / RSP20 - RES DOORS/WINDOWS/SHUTTERS	<a href="#">Hide Inspections</a> Address: 2345 BONITA AV Subdivision: MCANSH P				
<p>To schedule inspections, check the box next to the desired inspection(s). Add the following information you wish to communicate to the inspector in the comment box for this permit.</p> <table border="1"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>Type</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>999RSP20 - FINAL RES DOORS/WINDOWS/SHUTTERS - UP TO 4</td> </tr> </tbody> </table> <p>Request Date: <input type="text" value="1/15/2014"/></p> <p>Request Comment: <input type="text"/></p> <p><input type="button" value="Request 1 Inspection"/></p>			<input checked="" type="checkbox"/>	Type	<input checked="" type="checkbox"/>	999RSP20 - FINAL RES DOORS/WINDOWS/SHUTTERS - UP TO 4
<input checked="" type="checkbox"/>	Type					
<input checked="" type="checkbox"/>	999RSP20 - FINAL RES DOORS/WINDOWS/SHUTTERS - UP TO 4					
<a href="#">2014010226</a>	Residential / RSP21 - RES DOORS/WINDOWS/SHUTTERS	<a href="#">Show Inspections</a> Address: 642 HATTERAS CT SW Subdivision: KENV				

### Canceling 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 COMPC**  
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 Results:

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 today’s 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

### [503 - SLABS \(Permit 2014010190\)](#)

**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
<a href="#">2014010231</a>		Residential / MER - MECHANICAL RESIDENTIAL		Issued	0
<a href="#">2014010190</a>		Residential / SLABR	Sun, Jul 13	Issued	<a href="#">5</a>
<a href="#">2013010016</a>	<a href="#">4826 30TH AV</a>	Residential / BRALT	Mon, Aug 05, 2013	Final	0
<a href="#">2012120413</a>		Residential / RR - RE-ROOF	Sun, Apr 27	Final	<a href="#">1</a>

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.