



BUILDING DEPARTMENT ELECTRONIC PERMITTING PROCEDURES

Complete permit package submittals can be sent electronically through email to inspections@irshores.com. All attached files must be in a format readable by Adobe Reader (PDF). The **maximum size** of all combined attachment files is **24MB**.

All attachments must be **named** and broken down into **separate** PDF files. The permit package may need to be made into smaller attachments for routing purposes. *Smaller permit types with fewer documents can be sent in one attachment.* Other larger projects can be sent in the same format through Drop Box or must be submitted to the Department in person.

Please note, this format must be followed, or the application will **not** be accepted. (See the Permit & Plan Review Submittal Checklist for submittal guidelines).

Attachments:

- Permit Applications
- Energy Calculations & Product Approvals
- Survey
- Truss Engineering & Layout
- All other required documents. ****Documents prepared by design professionals must be digitally signed and have third party Certificate Authority signature verification.**
- Plans (one multi-page attachment). ****Plans prepared by professional engineers or architects must be digitally signed and sealed in accordance with Florida Statutes, laws, and rules governing digital signatures.**

To help us process your application in a timely manner, ***please adhere to the following conventions.***

- **Email Subject:**
 - Permit Application for (e.g., :) *123 Main Street and Contractor Name.*
- **Email Body:**
 - Must include the permit type (e.g.: Addition, Windows & Doors, Reroof, etc.). For smaller scopes of work, please include a detailed description. Emails must include relevant contact information such as name, phone number and email address.
- **Payments:**
 - Payments are due at the time of submission. We accept all major credit cards, cash or checks payable to the Town of Indian River Shores. A credit card authorization form can also be found on the website at www.irshores.com.