

Owner: _____

Job Address: _____



**Indian River County
Building Division**

Informational sheet

**After-The-Fact Permit application checklist and procedures
for structures constructed without permits**

This checklist must be completed and submitted along with the permit application.

- Plans and application must be submitted in accordance with our “Building Permit” application. This application is also available online at www.ircgov.com; “E-Permitting / Contractor Services”
- Plans must be in accordance with the current building code (there are minor exceptions to this), read the section on “information required on plans”.
- Fill out the permit application and submit the application and all required documents in accordance with the application packet.
- A Florida registered engineer or architect must inspect and certify the existing work done without a permit and any additional proposed work. A detailed description of the type of inspection being performed, equipment used during testing, location of test and inspections must be provided to the building department when applying for permit.
- A Florida registered engineer or architect must also provide a raised seal letter along with their report addressed to the Building Official stating the structure is in compliance with the current building code.
- Plumbing, Electrical, Mechanical, Roofing, and Insulation contractors shall be required to issue a notarized letter certifying that the existing work done without a permit complies with the current Florida Building Code.
- All Planning Div, Engineering Div, Environmental Health and Utility Dept. requirements must be met. Check with these departments for additional impact fees or water and sewer fees.
- Building setbacks and finished floor elevations must be provided on the documents

Notes:

1. When work is ready schedule the required inspection. The Inspector may require some work to be uncovered for inspection.
2. Be advised that additional repairs may be required to bring the work “up to code”.