

**Process for Electronic Submittals to Obtain  
Construction Acceptance of Land Development Section Associated Permits**

**Submittal Process for Certificate of Occupancies, Certificate of Completions and Certificate of Compliance**

*If the process is not followed all requests will be rejected without further review at the time the deficiency is discovered.*

1. Items Required (Electronic Delivery):
  - a. Cover Letter (list all included documents, list all application numbers including site plan, preliminary plat, certification, stormwater, LDP, right-of-way)
  - b. As-built Survey
  - c. Engineering Certification
  - d. Documents as required on the Certificate of Occupancy or Certificate of Completion checklists provided at time of Site Plan or Preliminary Plat release
  - e. Draft warranty security estimate for Certificate of Completions
  - f. Other supporting documents
2. Electronic files are required to be readable by Adobe Reader either in PDF format or other cloned extension
3. Hard copy requirements:
  - a. Payment of inspection fees by check is required prior to commencement of review. Fees shall be mailed or hand delivered. Correspondence shall be provided with the check which includes the project name and date of email of the application request. Refer to Stormwater or Land Development Permit for fee requirement.
  - b. Engineering Certification is required prior to commencement of review. Certification shall be mailed or hand delivered.
4. File naming convention
  - a. All files shall be named in accordance with the filename convention list located below
  - b. Documents that do not match with the attached list shall be named as close as possible to the represented file
5. Delivery Process
  - a. email to [IRCPWLDSC@ircgov.com](mailto:IRCPWLDSC@ircgov.com)
6. Files greater than 30 MB
  - a. Contact [IRCPWLDSC@ircgov.com](mailto:IRCPWLDSC@ircgov.com) and request a Drop Box link
7. Alternative Delivery
  - a. Provide an email stating another Drop Box or FTP site location
  - b. If using an alternative delivery, provide username and password. The County will not be creating accounts to access applications.
8. Email shall include
  - a. Subject Heading:
    - i. *Request designation – Official Project Name – (Request or Response#)*
    - ii. Designation definitions: CO = Certificate of Occupancy, CofC = Certificate of Completion, CofCom = Certificate of Compliance

- iii. Examples
  - 1. CofC – Wallyworld Subdivision – Request
  - 2. CO – Wallyworld Drugstore – Response1
  - 3. CofCom – Wallyworld Parking Expansion – Response1
- b. Filenames to download
- c. Location of files and access information
- 9. As-built surveys and other engineering documents shall be digitally signed and sealed and electronically submitted.

**Review Process for Certificate of Occupancies, Certificate of Completions and Certificate of Compliance**

- 10. All deficiency lists will be provided to the Engineer of Record via email provided in the request.
- 11. All responses to reviews shall be sent to the email as directed above.
- 12. Responses shall use the subject heading as directed above.
- 13. Filenames shall be in accordance with the filename convention list.

*Review Complete*

- 14. Engineering Reviewer or Inspection Supervisor will notify Community Development of completion of Certificate of Occupancies and Certificate of Compliances
- 15. Engineering Reviewer or Inspection Supervisor will release Certificate of Compliances upon verification that warranty security has been issued and all other County Departments involved have accepted project completion.

**Filename Convention List**

Type	Filename	Description
Correspondence	Cover Letter Project Name YYMMDD	Applicants cover letter with submittal list
	Project Name Engineer Certification YYMMDD	Engineer Certification
	Project Name Asphalt Certificates	Asphalt certification
	Project Name Geotechnical Tests	Response to County issued comments
	Project Name Mine Certificates	Information pertaining to roadway beds
	Project Name As-Built Survey YYMMDD	As-built Survey
Security	Project Name Estimate YYMMDD	
	Project Name Warranty Security CommentsX	County issued comments
	Project Name Warranty Security ResponseX	Response to County issued comments
	Project Name Performance Security CommentsX	County issued comments

	Project Name Performance Security ResponseX	Response to County issued comments
Deficiency Lists	Project Name CO Deficiency List YYMMDD	County released deficiency list
	Project Name CO Deficiency List Response YYMMDD	Response to deficiency list
	Project Name CofC Deficiency List YYMMDD	County released deficiency list
	Project Name CofC Deficiency List Response YYMMDD	Response to deficiency list
	Project Name CofC	Certificate of Completion released by County

#XXXXX = Five digit application number assigned, use X until known

X = The number in order of submitted plans, calculations, correspondence, i.e. 1, 2, 3...