

**Process for Electronic Submittals of
Right-of-Way Permit Applications
Commercial and Utilities**

Submittal Process

If the process is not followed the application 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, application numbers and type of review)
 - b. Permit Applications
 - c. Plans
 - d. Owners Authorization
 - e. Calculations
 - f. Insurance Certificate
 - g. 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 fees by check is required prior to commencement of review. Fees shall be mailed or hand delivered.
 - b. Original application is required prior to commencement of review. Application shall be mailed or hand delivered. Correspondence shall be provided with the check which includes the construction location address and date of electronic submittal.
4. File naming convention
 - a. All files shall be named as provided below
 - b. Documents that do not match with the attached list shall be named as close as possible to the represented file
 - c. Filename conventions

ROW App #XXXXXXXXXX	ROW Application
ROW Permit #XXXXXXXXXX	ROW Permit
ROW Permit #XXXXXXXXXX ModX	Modification to ROW Permit, X = Modification Number
ROW App #XXXXXXXXXX PlansX	Construction Plan Set, X = Review Set Number
ROW App #XXXXXXXXXX CalcsX	Drainage calculations, X = Review Set Number
Owners Authorization #XXXXXXXXXX	Owner's Authorization (if required)
Insurance Cert #XXXXXXXXXX	Insurance Certificate

#XXXXXXXXXX = assigned application number

If application number is unknown, Applicant may use one X and County Staff will rename

5. Delivery Process
 - a. ROW Utility Permits – email to IRCPWROWUTL@ircgov.com
 - b. Commercial or other proposed work within the ROW not associated with a Stormwater, LDP or Residential application – email to IRCPWROW@ircgov.com
 - c. Maximum email size is 30Mb

6. Alternative Delivery
 - a. Provide an email requesting to use the County Drop Box. A link and password will be provided for your use.
 - b. Provide an email stating another Drop Box or FTP site location
 - c. If using an alternative delivery method, provide username and password. The County will not be creating accounts to access applications.
7. Email shall include
 - a. Subject Heading:
 - i. *Permit designation – Official Project Name – (Application or Response#)*
 - ii. Permit designation definitions: ROWUTL = Right of Way Utility, ROWCOM = Right of Way Commercial, ROWS = Right of Way Small Cell Wireless (5G)
 - iii. Examples
 1. ROWUTL – Somewhere Street – Application
 2. ROWCOM – Wallyworld Drugstore – Response1
 3. ROWS – Address - Application
 - b. Filenames to download
 - c. Whether payment will be hand delivered or mailed
8. Initial review plan sets and calculations for review are not required to be signed and sealed. All review plans and calculations shall clearly state “Not for Construction” and “For Review Only”.

Review Process for Commercial Right-of-Way Permit Applications (ROWCOM)

1. All comment letters will be provided to the Engineer of Record via email provided on the application.
2. All responses to reviews will be sent to the email as directed above.
3. Responses shall use the subject heading as directed above.
4. Filenames shall be as directed above.
5. Individual questions shall be directed to the reviewer provided on the comment letter.

Review Complete

6. Engineering Reviewer will notify the Engineer of Record that the review is electronically complete.
7. The Engineer of Record shall submit the appropriate number of signed and sealed plans and drainage calculations for final acceptance.
8. The Engineer of Record shall provide digitally signed and sealed electronically submitted plans, specifications and reports in addition to the provided hard copies.
9. Be advised, if the plans and calculations do not match what was reviewed, provide a letter stating all changes. If the plans and calculations are found to be busy, illegible or are not signed and sealed in accordance with Florida Statutes they will be rejected without cause.
10. If all documents provided are in accordance with 8. above, expect a minimum two-day delay from delivery for final permit release. Hard copy documents are quarantined 24 hours prior to use in each County Department. Please be patient as we keep operations moving forward.

11. Final permitted documents will be available for pickup in Building A's atrium. Coordinate directly with the County Staff member coordinating the permit release to determine a pickup time.
12. For Right of Way Permit releases which are a condition of site plan release, it is advised to coordinate with the Community Development Planner to reduce time delay.

Review Process for Utility Right-of-Way Permit Applications (ROWUTL)

1. All reviews shall be provided to the Engineer of Record or Applicant via email provided on the application.
2. All responses to reviews shall be sent to the email as directed above.
3. Responses shall use the subject heading as directed above.
4. Filenames shall be as directed above.
5. Direct questions to the reviewer provided on the comment letter.

Review Complete (when documents are required to be signed and sealed)

6. Engineering Staff will notify the Engineer of Record or Applicant that the review is electronically complete.
7. The Engineer of Record shall submit the appropriate number of signed and sealed plans and drainage calculations for final acceptance.
8. The Engineer of Record shall provide digitally signed and sealed electronically submitted plans, specifications and reports in addition to the provided hard copies.
9. Be advised, if the plans and calculations do not match what was reviewed, provide a letter stating all changes. If the plans and calculations are found to be busy, illegible or are not signed and sealed in accordance with Florida Statutes they will be rejected without cause.
13. If all documents provided are in accordance with 8. above, expect a minimum two-day delay from delivery for the final permit release. Hard copy documents are quarantined 24 hours prior to use in each County Department. Please be patient as we keep operations moving forward.
10. Final permitted documents will be available for pickup in Building A's atrium. Coordinate directly with the County Staff member coordinating the permit release to determine a pickup time.

Review Complete and Permit Release (when signed and sealed documents are not required)

6. The permit will be emailed to the Applicant.

Review Process for Utility Right-of-Way Permit Applications (ROWS)

1. All reviews will be provided to the Engineer of Record or Applicant via email provided on the application.
2. All responses to reviews shall be sent to the email as directed above.
3. Responses shall use the subject heading as directed above.
4. Filenames shall be as directed above.
5. Direct questions to the Engineering Reviewer provided on the comment letter.

Review Complete

6. Engineering Staff will notify the Engineer of Record or Applicant that the review is electronically complete.
7. The Engineer of Record shall submit the appropriate number of signed and sealed plans for final acceptance.
8. Be advised, if the plans have changed since the review of the electronically accepted documents, provide a resubmittal for further review. Provide a letter stating all changes.
9. If the plans provided for final acceptance are found to be busy, illegible or are not signed and sealed in accordance with Florida Statutes they will be rejected without cause.
10. If all documents provided are in accordance with previous reviews, expect a minimum two-day delay from delivery for the final permit release. Hard copy documents are quarantined 24 hours prior to use in each County Department. Please be patient as we keep operations moving forward.
11. Final permitted documents will be available for pickup in Building A's atrium. Coordinate directly with the County Staff member coordinating the permit release to determine a pickup time.