

 <p><b>CHARLOTTE COUNTY</b> FLORIDA</p>	<p align="center"> <b>Charlotte County</b>  <b>Community Development Department</b>  E. Jay Carlson Community Development Building  18400 Murdock Circle   Port Charlotte FL 33948-1074  Phone: 941.743.1201   Fax: 941.743.4907  <a href="mailto:BuildingConstruction@CharlotteCountyFL.gov">BuildingConstruction@CharlotteCountyFL.gov</a>  <a href="http://CharlotteCountyFL.gov">CharlotteCountyFL.gov</a>  <i>"Delivering Exceptional Service"</i> </p>	<p align="center"> Prepared 11/14  (Revised 4/23)  (Revised 10/26/23) </p>
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### Residential Door, Window & Shutter Permit Application Checklist

- 1. **Application form:** (one original) with “wet” signature.
  - a. Description of Work indicated on the form (e.g. quantity & type of doors, windows, shutters).
  - b. Product Approval #'s indicated on either the form or Floor Plan.
  - c. Year of construction indicated on the form.
  - d. Bill of Lading or NFRC report identifying U-Factor and Solar Heat Gain Coefficient (SHGC).
  
- 2. **Floor Plan** (2 copies) indicating each opening size, room types, window & door types & swing. It is required that Product Approval #'s be indicated on the plan as well.
  
- 3. **Permit Fee** \$94.
  
- 4. **Notice of Commencement (NOC) form** (1 copy of the **recorded** form) submitted prior to the first inspection. **Note:** it is recommended that the NOC be submitted at the time of application submittal or at least before permit issuance in order to avoid inspection delays. The NOC form is not required if the proposed improvement has a direct contract price of \$5,000 or less.
  
- 5. **Owner-Builder Disclosure Statement form** for Owner-Builders only (1 original). Note: Florida law requires Owner-Builders to sign the form “in person” at the permit counter and provide proper identification.