

Owner-Builder Requirements “After Permit Issuance”
One and Two-Family Dwellings
(Revised January 2020)

This Guidance Document provides information to Owner-Builders about what is required once a permit has been issued for one and two-family dwellings as follows:

- 1. **Pre-Construction Requirements:** *Please note that failure to implement & maintain the following at the job site will result in a failed inspection, payment of a \$50 reinspection fee and possible issuance of a SWO (Stop Work Order):*
 - A. Post the Permit-Inspections Job Site Card and the associated construction documents, Florida Product Approvals and specifications on-site;
 - B. Post the recorded NOC (Notice of Commencement);
 - C. Provide trash containment on-site (code section 4-4-27);
 - D. Provide a portable toilet on-site; and,
 - E. Install sediment barriers.

- 2. **Inspections and Scheduling Requirements:** The Permit-Inspections Job Site Card is printed with a list of required inspections. When ready, these are requested by calling:
 - A. 941.833.4086 for the Inspection Request Automated Line which is available 24/7 (the cutoff time for requesting next day inspection service is 11:59 pm); or,
 - B. 941.743.1201 and speak to a Customer Service Specialist between the hours of 7:30 am and 4:30 pm, Monday through Friday, except holidays.

During periods of high demand, not all inspections requested can be scheduled for next business day service. All required inspections must receive a “pass” disposition to complete the permit. *If an inspection is scheduled, and the inspector finds it not ready for inspection or gives it a “fail” disposition, a reinspection must be scheduled, and a \$50 reinspection fee must be paid prior to requesting the Final inspections.*

- 3. **Inspection Results.** An automated email is sent after an inspection is made that provides information about the inspection results. Inspection results are also viewable using our the Online Services portal of our website www.charlottecountyfl.gov/services/buildingconstruction/Pages/Online-Services.aspx. Enrollment for this service is not required. If guidance is needed using the Online Services portal, please see the Guidance Document found on our website called [Flowchart: How to Use Online Services to Search Permit Information, Inspection Status, etc.](#) Unfortunately, Owner-Builders cannot schedule inspections online at this time.

- 4. **Inspection Related Documents Required:** Certain documents related to the inspections process are required to be provided and approved if shown on the Permit-Inspections Job Site Card as follows:
 - A. **Elevation Certificate-“Under Construction” (“A” or “V” Flood Zones Only).** This document must be prepared by a registered surveyor. It must be submitted to the Building Construction Division for review, approval and data entry prior to requesting the Lintel Inspection. *Please allow sufficient time for review/approval.*
 - B. **Truss Profiles, Signed and Sealed.** Must be provided at the site for the Framing inspection and must include evidence of approval from the design professional (architect or engineer) of record.
 - C. **Elevation Certificate-“Final” (“A” or “V” Flood Zones Only).** This document must be prepared by a registered surveyor. It must be submitted to the Building Construction Division for review, approval and data entry prior to requesting the Certificate of Occupancy. *Please allow sufficient time for review/approval. Please do not write anything on the form except in the spaces provided. Permit numbers should go in Section G4 ONLY.*
 - D. **As-Built Drainage Survey-“Final.”** Must be sealed, signed, and dated by a registered surveyor, and prepared after sod is installed or the lot is stabilized, and submitted to the Building Construction Division for review, approval and data entry prior to requesting the Certificate of Occupancy. *Please allow sufficient time for review/approval.*
 - E. **Blower Door Test Report.** Must be signed by the qualified individual who performed the test and submitted to the Building Construction Division for review, approval and data entry prior to requesting the Certificate of Occupancy. *Please*

allow sufficient time for review/approval. Note: this test became effective on July 1, 2017 by Florida law and is applicable for new permit applications submitted on or after that date.

- F. Termite Treatment Certificate-"Final." Must be submitted to the Building Construction Division for data entry *prior to requesting the issuance of the Certificate of Occupancy.*
 - G. Septic Tank installation approval, usually an email sent to the Building Construction Division from the Florida Department of Health for Charlotte County (941.743.1266), if not connected to public sewer. Please call Building Construction Division to verify receipt of the email.
5. Subcontractors. Owner-Builders are allowed by Florida law to act as their own contractor. If an Owner-Builder chooses to use a subcontractor for mechanical, electrical, plumbing and/or roofing work, the Owner-Builder must submit a [Subcontractor Worksheet](#) to the Building Construction Division prior to, or at time of, issuance of the permit. If an Owner-Builder decides to hire a subcontractor after permit issuance, a [Subcontractor Worksheet](#) must be submitted prior to work done in any of these trades. Note: subcontractors must be registered with the Building Construction Division and must be licensed by the State of Florida. It is a violation of Florida law to hire an unlicensed person or contractor.
6. Permit Expiration. The Florida Building Code states that a permit expires as follows:
- A. When a required inspection was not approved/passed within 180 calendar days from permit issuance; and/or,
 - B. When a required inspection was not approved/passed within 180 calendar days from the last approved/passed required inspection.
- At the time of permit issuance, the initial expiration date is printed on the Permit Job Site Card. For more information about permit time extensions and expired permit renewals, as well as their associated fees, please see a document on our website called [Permit Expiration, Time Extensions and Expired Permit Renewals](#).
7. Preparing for the Certificate of Occupancy. When construction nears completion, please see a Guidance Document called "[Certificate of Occupancy Preparation and Requirements for One and Two Family Dwellings.](#)"

Contact us at 941.743.1201 or BuildingConstruction@CharlotteCountyFL.gov for information.

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