How to Print or Produce Permit Reports Online
(Updated 12/2020)

1) Go to www.CharlotteCountyFL.gov.

2) From the **"Departments"** tab, click **"Community Development"**.

3) On the left, scroll down to **"Popular Links"** and click the link to **"Online Services"**.

4) Click the link to the **"Citizen Access Portal"**.

5) In the upper right, find the **"Reports (4)"** link. Click the dropdown arrow to view the four (4) report options. Most users select the **"Issued Building Permits (Excel)"** option for an Excel spreadsheet.

6) Enter your search parameters based upon **"Permit Type"** as follows:
   a) If searching for permits for new buildings, choose **"Construction"** as the **"Permit Type."**
   b) If searching for permits for accessory structures (e.g. boatlifts, cages, canopies, carports, decks, docks, doors, fences, garages, lanais, parking lots, seawalls, sheds, signs, shutters, swimming pools and windows), choose **"Accessories"** as the **"Permit Type."**
   c) If searching for permits for the licensed trades (e.g. electrical, mechanical, plumbing & roofing), choose **"Trade Permits"** as the **"Permit Type."**

7) If searching for **"applied for"** permit applications, enter the **"Applied Date (Start)"** and the **"Applied Date (End)."** Next, select the **"Submit"** button. **Note: "applied for" permit applications can have a status of "Under Review," "Issued" or "Closed."**

8) If searching for issued permits only, enter the **"Issued Date (Start)"** and the **"Issued Date (End)"** and then select the **"Submit"** button.

9) Either open the spreadsheet file or save it. Since the report is produced as an Excel spreadsheet, the data can be customized as needed.

DJ: How-to-Print-Produce-Permit-Reports-Online