CHARLOTTE COUNTY
Community Development
www.CharlotteCountyFL.gov

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How to Research Permit & Inspection Information Online

1) www.CharlotteCountyFL.gov.

2) Select **"Departments"** then select **"Community Development"**.

3) Under **"Popular Links"** select **"Citizen Access Online Services"** then select the **"Citizen Access Portal"**.

4) 4) On the right menu click on "Permits" then "Residential Permits". Scroll to the bottom and click on "Accela Citizen Access". Under "Building" select the "Search Permits" link.

5) Permits can be searched by the following: Permit Number, Street Number & Street Name (i.e. Address), Contractor's Business Name, or Contractor License Number. If searching by street address, enter the street number in the **"Street No."** field and the street name in the **"Street Name"** field. Only type the first 3 or 4 letters of the street name.

6) Scroll down the left side of the page and near the bottom, click the teal colored **"Search"** button.

7) If the search was made by Permit Number, information about that permit will be displayed. Click the **"Record Info"** tab (upper left of the page) which will display a drop-down list of options such as:
   a) To review or track plan review status, click "**Review Status.**"
   b) To review attachments or documents, click **"Attachments."**
   c) To review or track inspections, click **"Inspections."**
   d) To check if an inspection is scheduled, including the inspector's name, click **"Inspections"** and review the **"Upcoming"** inspections list. To check inspection results, review the "**Completed**" list.

8) To view **Plan Review Comments**, scroll down the page & click the teal colored button on the left labeled "**View Review Status/Comments.**"

9) If the search was made by other search options, e.g. by "Address", a downloadable (Excel spreadsheet) list of all permits at that address will be displayed. From the **"Permit Number"** column, click any permit number (teal colored) for information about that permit.

DJ: How-to-Research-Permit-Inspection-Information-Online