

I HAVE MY PERMIT NOW WHAT?

- 1) Print and post job card where inspector can see.
- 2) Post the recorded NOC.
- 3) Begin the work permitted.
- 4) Call for inspections listed on the permit/ job card.

Inspection Scheduling for Contractors Only:

- Log in and enter the permit number for which an inspection is to be scheduled.
 - Scroll to the grey banner that is labeled "Inspections."
 - In the "Upcoming" inspections area, find the "Pending" inspections to be scheduled and select the "Action" button/pointer.
 - Then select "Schedule."
- 5.) Pay any outstanding fees prior to Final Inspection.
 - 6.) After all inspections are approved, the job card can be removed and saved for your records.



Want to find out more?

More information about online training videos and literature can be found under the "[Guides & Publications](#)" section of the Building Construction Division homepage at CharlotteCountyFL.gov.

Need More Information?

Visit us at:

*Charlotte County
Building Construction Services*
18400 Murdock Circle
Port Charlotte, FL 33948



Online :

www.CharlotteCountyFL.gov

Email:

[BuildingConstruction
@CharlotteCountyFL.gov](mailto:BuildingConstruction@CharlotteCountyFL.gov)

Phone:

941.743.1201 (Select Option 2)

Fax:

941.764.4907

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CHARLOTTE COUNTY Community Development Department

Online Permitting

(Licensed Contractors Only)



Our mission is to provide efficient and quality public service to those who build, work, and live in Charlotte County. We are committed to utilizing the most current technologies and innovative ideas to do so.



Distributed by Charlotte County Government

PERMITS ONLINE



Upload the Notice of Commencement Form

- Residential & Commercial Mechanical *
- Residential & Commercial Water Heater
- Residential Electrical
- Residential Irrigation
- Residential Plumbing
- Residential Pool Heat Pump
- Residential Pool Solar System
- Residential Solar Water Heater

These Also Require Site and Construction Plans

- Temporary Advertising
- Residential Boat Canopies
- Residential Boatlifts
- Residential Cage
- Residential Fences
- Residential Pool
- Residential Sheds
- Residential Structural Slabs

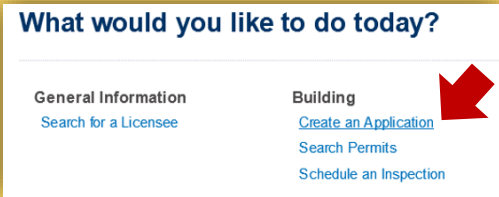
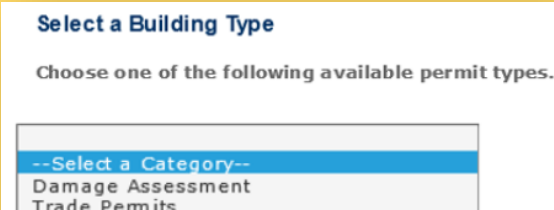
*Excludes commercial mechanical over 15 tons and have exceptions to Notice of Commencement construction cost(s).

HOW TO REGISTER ONLINE

- 1) Go to www.CharlotteCountyFL.gov and Click "Permitting & Licensing" under Popular Links.
- 2) Click "Online Services Citizen Access"
- 3) Select "Register for an Account" on top right of page.
- 4) Read & Click to Accept Disclaimer-Continue Registration.
- 5) Enter the login information and Continue Registration.
- 6) SUCCESS—Account created!
- 7) Login into your account and select "Account Management" on your Welcome screen.
- 8) Select your license type and number and click "Find License".
- 9) Your license information will appear with a pop up window allowing you to associate the license with your account.

EASY!

APPLYING ONLINE FOR YOUR PERMIT

1. After logging in to Accela Citizen Access (ACA), go to "What would you like to do today?" under the Building heading, select "Create an Application".

2. After accepting the disclaimer, select your license from the drop-down menu.

3. The next screen will allow you to choose the permit type you want to apply for (most permit types fall under Trade Permits).
4. Once you've selected the Building Type and continue the application, select either commercial or residential. (If you possess multiple contractor licenses, those permit types will appear, as well.)
5. The next few screens will allow you to input the job address, parcel and owner information. When entering an address, less is always better. Example: 123 Main Street Englewood, FL 33333 should only be entered as 123 Main and then click Search. The system will automatically populate the parcel and owner information for you.
6. Fill out the next screens which will all be applicable to the permit type being applied for.
7. At the end of the application process, you will be able to review all information prior to continuing to the payment screen and completing your submittal.
8. Payments are accepted online using VISA or MASTERCARD. Once the fee is paid, your permit application will be submitted for processing.



NOTICE OF COMMENCEMENT

If the construction cost of a job equals or exceeds \$2,500, a Notice of Commencement must be filled out and filed with the Clerk of Courts Office. This document must be uploaded to your online permit application prior to scheduling the first inspection. Download the form from our website: CharlotteCountyFL.gov/Dept/CommDev.com

