Plans Review & Permitting Process Information

1.1. Purpose.

Most permit applications are required to go through a plans/permit review process before a permit can be approved and issued. The purpose of this review is to ensure that the proposed work will meet the applicable requirements of the Florida Building Code, State of Florida and Federal laws as well as the Charlotte County Code of Ordinances (e.g. Flood Damage Prevention Code, Fire Prevention Code, Zoning Code, Landscape & Tree Code, etc.).

1.2. Application Forms, Submittal Documents, Fees, Review Stops & Permit Types.

Forms, submittal documents, fees, licensing and "Review Stops" for each "Permit Type" can be found on the "Review Requirements & Apply for Permits" page of our website here:

www.charlottecountyfl.gov/services/buildingconstruction/Pages/Apply-for-Permit.aspx

A complete list of permitting forms & documents can be found on the "Forms & Documents List" page of our website here:

www.charlottecountyfl.gov/dept/commdev/Pages/Forms-Documents-Listing.aspx

1.3. Time Frame.

Permit applications that require plans review are reviewed in the order of the date they are received. Except for "Over-the-Counter" permit types, each week the department publishes the average time frame in business days for the review process. The time frame does not include the time spent in a "Rejected" status (i.e. corrections needed). This information is posted in the lobby of the Building Construction Services building and on the "Permits" page of our website here:

www.charlottecountyfl.gov/services/buildingconstruction/Pages/permits.aspx

A courtesy automated email will be sent to the applicant when a permit is ready for pickup/issuance. Upon receipt, please call 941.743.1201 to find out if additional paperwork or fee payments are needed.

1.4. Permit Tracking Online.

Applicants have the ability to track the review & approval process of their permit applications at the "Online Services" page of our website here:

https://secureapps.charlottecountyfl.gov/CitizenAccess/

Registration is not necessary to use "Online Services" to search/view our database. Search options include permit number, address, parcel number and others.

1.5. Inspection Tracking Online.

Applicants have the ability to track/view their inspections that are needed, the results of each inspection, as well as the inspector assigned to make the inspection, at the "Online Services" page of our website here:

https://secureapps.charlottecountyfl.gov/CitizenAccess/

Note: for security reasons, only licensed contractors who register at the "Online Services" page may use "Online Services" for SCHEDULING inspections or PAYING fees.