# Charlotte County Government

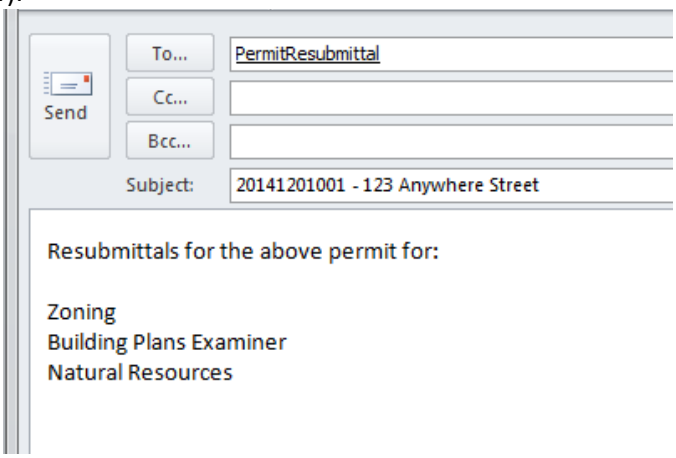
*"To exceed expectations in the delivery of public services."*

www.CharlotteCountyFL.gov

**Emailing Resubmittal Documents**

To help streamline processing and decrease the number of visits an applicant needs to make, we have added the ability to email some resubmittals. Please follow the steps below to ensure that emails are handled quickly.

1) ☐ **Complete the resubmittal form** called "Request for Change to Content of Permit Package" and attach it to your email.
2) ☐ Resubmittals should **ONLY** be emailed to PermitResubmittal@CharlotteCountyFL.gov. Please **do not** send to individual plans examiners.
3) ☐ The subject line of the email should be the permit number and street address of the property (see illustration, below).
4) ☐ The body of the email should contain a list of the review groups that is to receive the documentation (please see the illustration below).




5) ☐ Resubmittals to all rejections should be included in a single email. Please do not submit partial resubmittals. Wait until all corrections have been made before resubmitting. We will distribute to the correct reviewer.
6) ☐ Documents that are required to bear an original seal and signature are acceptable in email format for review purposes only. **HOWEVER**, the permit or plans change will not be issued until the department has received original sealed and signed documents.
7) ☐ Currently, resubmittals that include new or revised plans or other documents that are larger than 11x17 cannot be submitted via email.
8) ☐ Please ensure that attachments are legible for us to review.

Once your email has been received, we will print the resubmittal and provide it to the plan reviewer. As with other re-submittals made in person, they will be handled in the order in which they are received.

DJ: Emailing-Plans-Resubmittals

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