



CHARLOTTE COUNTY BUILDING CONSTRUCTION SERVICES

18400 Murdock Circle, Port Charlotte FL 33948

Phone: 941-743-1201 Fax 941-764-4108

www.CharlotteCountyFL.gov

"To exceed expectations in the delivery of public services"

LIEN RESEARCH FOR CODE ENFORCEMENT

There is a fee of \$35.00 per parcel ID for this Lien Research. You can pay this by mailing a check or paying online with a credit card. For this fee, we will provide all open or expired permits; open building or zoning code violations and payoffs for all liens related to code violations. **This is for Code Enforcement Liens Only.** The turnaround time for the lien research will be approximately 7 to 10 days. There is no need to search vacant property with our department.

If you mail a check please send to: Charlotte County Community Development
Attn: Lien Research Response Team
18400 Murdock Cir.
Port Charlotte FL 33948

check needs to be payable to the Charlotte County Board of County Commissioners or CCBCC

If you would like to pay online, please follow the steps below:

1. Go to www.charlottecountyfl.gov



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2. Scroll down and look for Departments on the left click it and then click on Code Compliance

The screenshot shows the website interface with the following elements:

- Navigation Bar:** Includes social media icons (Facebook, Twitter, YouTube, Instagram) and a search bar.
- Left Sidebar (Departments):**
 - Popular Links
 - Hot Topics
 - Departments** (highlighted)
 - Administration
 - Animal Control
 - Budget/Fiscal
 - Building Construction
 - Code Compliance** (indicated by a red arrow)
 - Commission Office
 - Community Development
 - Community Services
 - County Attorney
 - Economic Development
 - Emergency Management
 - Extension Service
 - Facilities
 - Fire Rescue/EMS
 - Garbage & Recycling
 - Growth Management
 - Human Resources
 - Human Services
 - Libraries
 - Parks & Recreation
 - Public Information & CC-TV
 - Public Safety
 - Public Works
 - Purchasing
 - Real Estate Services
 - Tourism Development
 - Transit Services
 - Utilities
 - Full Department Listing
 - Elected Officials

- News & Alerts:**
- Charlotte County Government Calendar (Posted: 8/1/2018)
- Charlotte County Request for Volunteers (Posted: 8/1/2018)
- Lake Betty Park basketball court replacement begins Aug. 6 (Posted: 8/1/2018)
- South County Regional Park Facility Renovations (Posted: 7/31/2018)
- South County Regional Park Facility Closure Aug. 13 (Posted: 7/31/2018)
- CERT Basic Training Course Offered in August (Posted: 7/31/2018)
- **UPDATED** Traffic Advisory: Partial Road Closures at Forrest Nelson Blvd. and Quesada Ave. (Posted: 7/30/2018)
- **UPDATE** Traffic Advisory: Notice of Intermittent Lane Closures on Harborview Road (Posted: 7/20/2018)
- Wildlife Observation Platform at Bill Coy Preserve Open (Posted: 7/27/2018)
- Charlotte County Request for Volunteers (Posted: 7/25/2018)
- Charlotte County Government Calendar (Posted: 7/25/2018)
- Bayshore Live Oak Park Amphitheater Restroom and Picnic area closed Aug. 2-9 (Posted: 7/24/2018)
- Right Sidebar:**
- GIS Maps
- Meetings & Events (View More)
 - August 2018 calendar
 - BEACHES AND SHORES ADVISORY COMMITTEE MEETING (9:00am)
 - WATER AEROBICS - ENG (9:00am-10:00am)
 - WATER AEROBICS - PC (9:00am-10:00am)
 - TABLE TENNIS - PC (9:00am-12:00pm)
 - OPEN GYM BASKETBALL - ENG (9:00am-11:00am)
 - **CANCELED** MARINE ADVISORY COMMITTEE PRE-AGENDA (9:30am)
 - CHARLOTTE COUNTY MASTER GARDENERS - ENG (10:00am-12:00pm)
 - WATER AEROBICS - PC



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3. Then click on – Online Services

The screenshot shows the website's navigation menu on the left, with 'Building Construction' selected. The main content area is titled 'Code Compliance' and contains the following text:

Code Compliance

Building Construction Services > Code Compliance

The **Code Compliance Section** of the Planning & Zoning Division investigates reports of possible code violations such as:

- > Junk-like conditions
- > Abandoned motor vehicles
- > Abandoned watercraft
- > Tall grass (except on vacant lots which is not a violation)
- > Setback requirements
- > Permitting requirements
- > Fence inspections
- > Landscape inspections (commercial and residential)
- > Sign inspections
- > Commercial Change of Occupancy

To report a code, licensing or building code violation:

OPTION 1: Click the **File a New Case** button below.

OPTION 2: Call 941.743.1201 to speak with a Customer Service Specialist who will submit it to the Code Compliance Section.

OPTION 3: Send an email to CodeEnforcement@CharlotteCountyFL.gov. **Please be aware that county email is subject to Florida's Open Records law and therefore your complaint would not necessarily be anonymous.**

Online Services: View Status of Cases or Report a Violation
Search the Database | View or Track Case Status | Report a Code Violation

Report Illegal Dumping Online
Click here to go to the illegal dumping site of the Solid Waste Division of Public Works or call 1.866.Y.DUMP.CC (1.866.938.6722).

The bottom of the page features a taskbar with various application icons and a system tray.



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4. Once you clicked Online Services you will see this. You will want to click on [File a Complaint and other property related services](#)

The screenshot shows the website interface for Charlotte County Building Construction Services. The browser address bar displays charlottecountyfl.gov/CitizenAccess/Default.aspx. The page content includes a search bar, a navigation menu with items like 'BCS Dashboard - Home', 'Charlotte County BCC', and 'CONNECTExplorer™ - Login', and a main content area. The main content area has a heading 'Have you tried the Contractor Central App??' with a description and links to download the app and view instructions. Below this is a section titled 'What would you like to do today?' with four columns of links: 'General Information' (Search for a Licensee), 'Building' (Search Permits, Schedule an Inspection), 'Planning and Zoning' (Apply for a Site Plan Review, Planning, Temporary Advertising, or Residential Fence Permit, Search Applications, Schedule an Inspection), and 'Code Enforcement' (FILE A COMPLAINT and Other Property Related Services, Search Cases and Records). A red arrow points to the 'FILE A COMPLAINT and Other Property Related Services' link. The Windows taskbar is visible at the bottom.



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5. Accept the disclaimer and hit continue.

Browser address bar: www.charlottecountyfl.gov/CitizenAccess/Default.aspx

Search...

Code Enforcement Complaints and Other Property Related Services

Welcome to County's Online Code Enforcement Module. Using this system, you can file code enforcement complaints, register a vacant propoerty, apply for a research request for a speceific address or apply to be part of our lien relief program. You can also track the progress of any of the above cases or applications. This service is available 7 days a week, 24 hours a day.

The following hints will help you navigate the system:

- 1) When selecting the type of case or application you wish to file please only choose "CE - High Grass and Weeds Only" if there are no other issues at the property - If multiple violations exist, please use CE - Code Enforcement (Not High Grass Only)
- 2) After selecting the type of case, you will need to select the address. Please enter as little data as possible and let the system search for you.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the County attempts to keep its web information accurate and timely, the County neither warrants nor makes representations as to the functionality or condition of this website, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the County as a result of updates and corrections.

have read and accepted the above terms.

[Continue »](#)

Taskbar: to search, File Explorer, Microsoft Word, Google Chrome, Microsoft Edge, Outlook, Word, Teams, System tray.



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- Click on the [Code Enforcement](#) it will open the drop down then click the [CE-Research Request](#) then click Continue Case.

The screenshot shows a web browser window with the URL ppps.charlottecountyfl.gov/CitizenAccess/Default.aspx. The page title is "BCS Dashboard - Home". The main content area is titled "Select a Complaint or Application Type" and includes a search bar. Below the search bar, there is a section for "Code Enforcement" with a dropdown menu. The dropdown menu is open, showing several options: "CE - Code Enforcement (Not High Grass Only)", "CE - High Grass and Weeds ONLY", "CE - Lien Relief Program - Lien Reduction", "CE - Lien Relief Program - Lien Release", "CE - Research Request - Lien, Permit, Code Case", and "CE - Vacant Property Registration". A red arrow points to the "CE - Research Request - Lien, Permit, Code Case" option. Below the dropdown menu, there is a "Continue Case »" button.

- At this point, you will fill in information of the property, sometimes less information is better (street number and street name), pay the \$35.00 with Visa or Mastercard and a research response will be returned back to you in approximately 7 to 10 days.

- If you have any questions you can email Kimberly.Frost@charlottecountyfl.gov or our customer service phone number is 941-743-1201.