



## Community Development Department

### Building Construction Division

18400 Murdock Circle | Port Charlotte FL 33948  
Building Phone: 941.743.1201 | Building Fax: 941.764.4907  
Zoning Phone: 941.743.1964 | Zoning Fax: 941.743.1598  
BuildingConstruction@CharlotteCountyFL.gov  
www.CharlotteCountyFL.gov

For Office Use Only

Permit Number:

20

Application date:

CSR Initials

## ONE & TWO FAMILY RESIDENTIAL PERMIT APPLICATION CHECKLIST

### Florida Building Code 8th Edition (2023)

\*\*\*Incomplete permit applications will be returned to the applicant. Please review package contents with this checklist to insure that all appropriate documentation is included with your submittal.\*\*\*

\*\*\***DO NOT STAPLE ANY OF THE BELOW DOCUMENTATION TO THE BUILDING PLANS.**\*\*\*

- APPLICATION FOR CONSTRUCTION PERMIT FORM** - Filled out completely with signatures.
- OWNER-BUILDER DISCLOSURE STATEMENT** - ONLY if owner acts as contractor - An affidavit signed by the owner/builder certifying that the responsibilities and requirements of the construction process are understood by the owner.
- NOTICE OF COMMENCEMENT (NOC)**- A recorded NOC will be required before scheduling first inspection.
- SUBCONTRACTOR WORKSHEET** - Signed by the contractor or owner/builder.
- FIRE HYDRANT AFFIDAVIT**- Signed by the contractor or owner/builder.
- SEWER/SEPTIC AFFIDAVIT** - Signed by owner or contractor. Provide name of provider company.
- SEPTIC SYSTEM PERMIT** - (If sewer service is not available) - A copy of the septic system permit approved by the Health Department (941.743.1266). An approved septic permit must be on file prior to the building permit being approved.
- PUBLIC UTILITY AFFIDAVIT**- An affidavit regarding the location of existing public utility structures on the site.
- SURVEYS** - Two (2) signed and sealed surveys of less than one year old which include flood zone and panel number information.
- TREE PRESERVATION/REMOVAL FORMS** - Appropriate tree forms must be completed with site plan attached.
- SITE PLANS** - Three (3) original signed and sealed site plans showing existing improvements on the site, property lines, setbacks for proposed project and culvert information for Right Of Way.
- DRAINAGE PLANS** - Two (2) drawings of site drainage plans showing proposed ground and final floor elevations.
- 1 & 2 FAMILY DATA SUMMARY SHEET** - Two (2) showing design data and signed by structural designer. Or all the information asked in the form to be in the building plans.
- BUILDING PLANS** - Two (2) sets of building plans that have been signed and sealed by an engineer or architect, if applicable per current Florida Building Code.
- PRODUCT APPROVALS** - NOA or product approval number of windows, door, shutters, soffits, siding and roof covering materials as applicable to the project.
- TRUSS LAYOUTS** - Two (2) sets of truss layouts or framing details reviewing and approved by structural designer.
- ENERGY FORMS** - Two (2) sets of energy calculations as per Energy Conservation Code.
- NEW RESIDENTIAL UTILITY SERVICE APPLICATION** - Form CCU-F003) Completed form will be forwarded to Charlotte County Utilities (**please provide a copy of Site Plan**).
- PRE-APPLICATION FEE** - A pre-application fee of \$150 is due at time of application submittal.

*If you have any questions, please call the following:*

*Permitting: 941.743.1201*

*Zoning: 941.743.1964*

*Land Development (ROW): 941.743.1264*

*Addressing: 941.743.1520*

*FL Health Department: 941.743.1266*

*Emails:*

*BuildingConstruction@CharlotteCountyFL.gov (primary email box)*

*ContractorLicensing@CharlotteCountyFL.gov (insurance documents)*

*FloodInfo@CharlotteCountyFL.gov (elevation certificates & drainage as-built surveys)*

*Inspections@CharlotteCountyFL.gov (blower door and duct leakage documents and termite certificates)*

*OnlinePermitting@CharlotteCountyFL.gov (NOCs & subcontractor changes)*

*PermitResubmittal@CharlotteCountyFL.gov (resubmittals & plan changes)*

*PrivateProvider@CharlotteCountyFL.gov (private provider documents)*

*Zoning@CharlotteCountyFL.gov (zoning related documents)*

A recorded Notice of Commencement is required in the Permitting Office prior to the first inspection.