

	<p style="text-align: center;">Charlotte County Community Development Department</p> <p style="text-align: center;">Building Construction Services Building 18400 Murdock Circle Port Charlotte FL 33948-1074 Phone: 941.743.1201 Fax: 941.743.4907 Zoning: 941.743.1964</p> <p style="text-align: center;">BuildingSvc@CharlotteCountyFL.gov www.CharlotteCountyFL.gov</p> <p style="text-align: center;"><i>"To exceed expectations in the delivery of public services"</i></p>	<p style="text-align: center;">Prepared 11/13/14 (Revised 2/17)</p>
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Residential Door, Window & Shutter Permit Application Checklist

- 1. **Application form** (1 original with “wet” signature(s) & 1 copy). **Note:** Florida law requires Owner-Builders to sign the form “in person” at the permit intake counter and provide proper identification. All Customer Service Representatives are notaries & can witness the signature(s).
 - a. Description of Work indicated on form (e.g. quantity & type of doors, windows, shutters).
 - b. Wind Speed/Zone indicated on form.
 - c. Exposure Category indicated on form.
 - d. Mean Roof Height indicated on form.
 - e. Product Approval #'s indicated on either the form, Floor Plan, or listed on a separate sheet.
 - f. Year of Construction indicated on the form.
 - g. Bill of Lading or NFRC report identifying U-Factor and Solar Heat Gain Coefficient (SHGC).

- 2. **Floor Plan** (2 copies) indicating each opening size, room types, window & door types & swing. It is recommended that Product Approval #'s be indicated on the plan as well.

- 3. **Permit Fee** including the state mandated Surcharge: \$94.

Note: Checks are to be made payable to “CCBCC” or “Charlotte County Board of County Commissioners.” Mastercard or Visa credit/debit cards or cash may also be used to make payments.

- 4. **Notice of Commencement (NOC) form** (1 copy of the **recorded** form) submitted prior to the first inspection. **Note:** it is recommended that the NOC be submitted at the time of application submittal or at least before permit issuance in order to avoid inspection delays. The NOC form is not required if the proposed improvement has a direct contract price of \$2,500 or less.

- 5. **Owner-Builder Disclosure Statement form** for Owner-Builders only (1 original, **unsigned**). Note: Florida law requires Owner-Builders to sign the form “in person” at the permit counter and provide proper identification. All Customer Service Specialists are notaries & can witness the signature(s).