

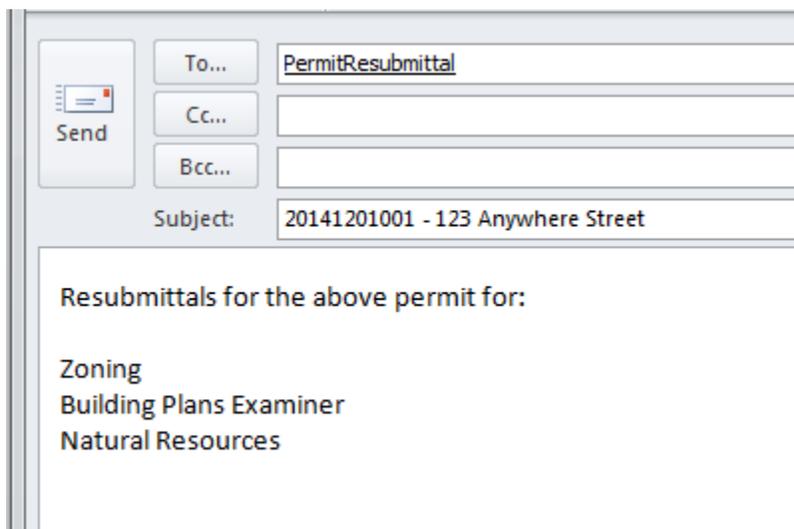
Emailing Resubmittal Documents

In order to help streamline our processes and decrease the number of visits an applicant needs to make to the department, we are adding the ability to email some resubmittals to the department. Anyone wishing to utilize this new service should follow the instructions below.

Resubmittals should be emailed to PermitResubmittal@charlottecountyfl.gov only. To ensure your email is handled quickly, please **DO NOT** email individual reviewers.

- 1) The title of the email should be the permit number and address the email relates to
- 2) The body of the email should contain a list of the review areas the documentation is intended for - please see the illustration below.
- 3) Resubmittals to all rejections should be included in a single email – please do not submit partial resubmittals – please wait until you have collected all your corrections until all are answered. We will make sure they get to the correct reviewer.
- 4) Any documents that are required to include an original seal and signature are acceptable in email format and will be reviewed - but the permit or plans change will not be issued until the department has received an original sealed and signed document.
- 5) Resubmittals that include new or revised plans or other documents that are larger than 11x17 cannot be submitted via email at this time.
- 6) Please ensure your attachment is legible for us to review.

Once your email has been received, we will attach the resubmittal to the permit and return it to the reviewers for re-review. As with other re-submittals made in person, they will be handled in the order in which they are received.



The screenshot shows an email client interface. On the left, there is a 'Send' button with a paper plane icon. To the right of the 'Send' button are three fields for recipients: 'To...' containing 'PermitResubmittal', 'Cc...', and 'Bcc...'. Below these fields is the 'Subject:' field containing '20141201001 - 123 Anywhere Street'. The main body of the email contains the following text:

Resubmittals for the above permit for:

Zoning
Building Plans Examiner
Natural Resources

Should you have any questions, please contact Community Development on 941.743.1201