



COMMUNITY DEVELOPMENT

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Average Permit Times (Business Days)

Single Family	13
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CDBIA PALM Home nearing completion

PALM means

Professionals
Actively
Leading &
Mentoring



and this has truly been the focus of this project. Spearheaded and driven by Beth Cantin of **Cantin Homes**, representatives from the construction industry, local educators and Charlotte County came together to lead a group of Future Builders of America through the construction of a

new single family home in Charlotte County. The project has had over 70 sponsors raising \$130,000 in donations and in kind contributions. Class members have been involved throughout the process. They have learned about various aspects of construction from design to permitting, through construction and site work and inspections. Recently, the final inspections were performed by Bob Hunek, One & Two Single Family Dwelling Inspector for Charlotte County. Bob was joined on site by students and used this as a teaching opportunity to show them what is checked during a final inspection.

The aim of the project was to provide our future builders

insight in to the process of building a home, give them some real experience to use in their future careers and finally to raise money for the Future Builders of America. The County has been involved since the outset and has been able to help in several ways including teaching classes, acting as the certifying agent for the Florida Green Building Coalition and throughout the process with plans review and inspections services. We look forward to working on such a valuable project in the future and wish all of our future builders a fantastic future career.



Welcome New Employees

Please join us in welcoming new employees to the department, some are filling existing positions and others are filling newly created positions.

In the Building Division, please welcome **Jeannine Fettig**, Customer Service Specialist, **Dan Devalk**, Plans Examiner II and **Ben Bailey**, Deputy Building Official. In our Planning & Zoning Division, please welcome **Anthony Rodriguez**, Planner II and in our Land Information Section, please welcome **Stephanie Yancey** - Design Technician. Two of our new hires may be familiar to you, Dan Devalk has been a code compliance officer for the County for several years and has made the move back to plans review, Ben was the Deputy Building Official in the City of Fort Myers. Anthony comes to us from New Jersey, Stephanie from Georgia. Welcome to Florida and beautiful Charlotte County!



End of our Fiscal Year - How did we Do?



September 31st is the end of the County's fiscal year and with that comes an opportunity to see how the department has done compared to the year before.

We collect a lot of data about the various activities the department does and we also track revenue and expenditure very closely.

In the last fiscal year, the department issued over 17,700 permits, 551 of which were new single family homes, we served nearly 25,000 customers and performed 55,800 individual inspections.

We received 4,314 complains relating to code enforcement and contractor licensing, issued \$151,000 in citations to unlicensed entities and saw 16 new contractor's obtain their licenses through Charlotte County.

Looking at revenue and expenditure, the building department - which operates as a special revenue fund - brought in \$2.8 million and spent \$2.2 million. The excess revenue is

placed into our reserve fund to fund additional positions, tools, technology and anything else the department needs to be more efficient.

The rest of the department is funded by a combination of fees and taxes but still brought in over \$1million - the biggest portion of this being registrations for vacant property's in the County.

Other department achievements this year have surrounded revisions to the County's Smart Charlotte 2050 Comprehensive Plans and ongoing updates to the Land Development Regulations which have been the focus of our Planning and Zoning Division.



Master Plans - An Easy Way to Permit



Master Plans are an easy way to permit items or structures that you use regularly. They can be used for single family homes, pools, sheds, docks, seawalls and pretty much everything else that you regularly permit.

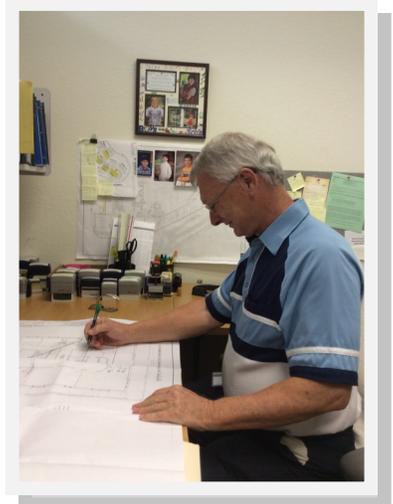
The process includes applying for the master plan and submitting the details that apply prior to applying for a permit for a specific site - this is purely for the structure or portion of the structure and does not include any of the site specific aspects of the job.

When you need to use your master plan for a specific permit, simply provide us the master plan number and we will add the corresponding approved structural details to the package. As this has already been approved, the review time is shortened and your permit can be issued quicker.

Master Plans are valid until the next change in the Florida Building Code,

which is typically every three years.

Master plans do not fit every situation and if you typically have to make modifications to your standard design every time you permit, it may not be for you - but if you want to learn more, contact Community Development on 941.743.1201



Product Approvals and NOA's Explained

Product Approvals and Notices of Acceptance are a critical part of any permit application. It is also one of the areas that we are questioned about.

Essentially, a Product Approval or Notice of Acceptance (NOA) is a document, provided by the manufacturer of a product used in construction that demonstrates the product is approved for use in Florida when installed in specific conditions and using specific methods.

We typically see these on things like roofing materials, windows, doors, shutters, any pretty much any manufactured structural element.

To use standard product approval or an

NOA, all you need to do is supply the number of the approval as part of your permit application. However, please be careful to ensure that the approval you are using is for the site conditions (wind speed, exposure, flood zone etc.) and that you are installing the product as detailed in the approval document.

The actual approval document must be available on site when you call for inspections and our inspectors will verify that you have installed the product in the way specified by the approval. If you do not follow the installation instruction, you may fail inspection along with the possible invalidation of any warranty on the product.

There are times when the product you wish to use does not have approval for the location or way you want to use it. In this case, you must provide site specific engineering approving the use of this product in the way you want to use it. This approval must have an original seal and signature and if a different design professional is the design professional for the structure, they must review the engineers approval and ensure it is in compliance with their design. For more information, please contact the department at 941.743.1201 to speak with a plans examiner.



Maps, maps and more maps

Our Land Information Section team is a group that rarely interacts directly with the public, but performs some of the most critical work in the County.

Headed by 18 year Charlotte County Employee and Florida native, Maggie Horton (*pictured*), this group provides maps for all County departments, can

produce custom maps of the County for our customers and collates data from the department and makes it available spatially working with our IT department. They also provide several free services such as interactive online maps and various printable premade maps.

Critically for our citizens though, this group is responsible for maintaining all addresses in the County. This is a huge effort and is of critical importance - our 911 database is maintained by this group and ensures that emergency services go to the correct address when needed - We often get questions about why a

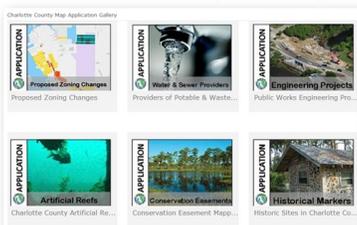
permit needs to go through this team- well this is why. They create addresses if one does not exist, they ensure the address is active and available for our emergency services.

For more information about the services provided by this team, visit our website at www.charlottecountyfl.gov/services/landinformation

Here you can download maps, order custom maps, view our interactive maps and apps, and report an incorrect address. You can also order a data disk.



Interactive Map Gallery



Learning Opportunities



A recent workshop was held on the permitting process for windows, doors and shutters - a critical aspect of any home in hurricane prone areas such as Charlotte County. A recording of the session will be available shortly on the County's website along with the materials used in the presentation.

The next workshop will be held in January and the topic is still to be determined so if anyone has a suggestion, please let [Don Jascomb](#) know on 941.743.1936.

Moving into next year, in anticipation of the implementation of the Fifth Edition Florida Building Code (anticipated in early summer 2015), we will be rolling out a series of workshops, flyers and online videos to ensure the transition is a smooth one.





Charlotte County Board of County Commissioners

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*To exceed expectations in the delivery
of public services*

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Construction Site Thefts

With construction site thefts on the rise, the Charlotte County Sheriff's Office would like to take this opportunity to inform you of options that can enhance site security.

★ Create a site security plan addressing issues such as defining and securing a perimeter, appropriate lighting, securing tools, heavy equipment, and supplies.

★ Utilize inexpensive wireless/portable surveillance systems that can record video. There are numerous selections available.

★ Identify your property with company name and contact information, identifiable markings, covert tracking technology available on the market

★ Familiarize yourself with residential and commercial surroundings, talk with neighboring businesses, residents and provide them your contact information and ask them to report suspicious activity outside of your set hours. Notify the Charlotte County Sheriff's Office of your site location, projected time frame, and contact information for extra patrol.

★ Keep keys to vehicles and heavy equipment locked up when not in use. Disable when possible for added protection. Secure supplies in locked sheds or fenced areas.

★ Let employees know your company will prosecute for worksite thefts.

★ Post No Trespassing Construction Site signage.

★ Inventory all equipment daily to manage loss.

★ If you would like to meet with a Community Policing Officer who can assist in your site security, call 941-639-2101 for a free consultation. They can assist with information on any of the above items you may wish to employ.



An important message from our Sherriff