

Select "Register for an Account"

[Reports \(4\)](#) | [Login](#)
[Register for an Account](#) |

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- [Licenses](#)
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Welcome to Charlotte County Online Services.
Online Services are available 24 hrs a day, 7 days a week.
To proceed, please make your selection from the list below.
If you experience any problems using this website, please contact Community Development at 941-743-1201 or via email at bcs@charlottefl.com.

If you wish to apply for a Permit, pay a fee or schedule an inspection, you must first register for an account and add your license to that account, or login as a registered user. Please click on the Register for an Account link at the top of the page to register or click the Login link to login to Citizen Access.

What would you like to do today?

General Information Search for a Licensee	Building Search Permits Schedule an Inspection
Growth Mgmt & Land Dev Apply for an Additional Signage Permit Search Applications Schedule an Inspection	Code Enforcement FILE A COMPLAINT and Other Property Related Services Search Cases and Records

Login

User Name or E-mail:

Password:

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

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Account Registration

You will be asked to provide the following information to open an account:

- Your email address and password
- Contact Information
- Contractor License Numbers if you are registering as a licensed professional

Please review and accept the terms below to proceed.

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.

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I have read and accepted the above terms.

Read and accept Disclaimer, select "Continue Registration"

- Home
- Building
- Growth Mgmt & Land Dev
- Licensees
- Code Enforcement

Account Registration Step 2: Enter Account Information

Indicates a required field.

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Select a Security Question:

* Answer:

Contact Information

* First: Middle: * Last:

Name of Business:

Country:

* Address Line 1:

* City:

* State:

* Zip:

Home Phone: Work Phone: Mobile Phone:

Fax: * Preferred Method of Contact:

Enter the Login information you would like to use and your Contact information. Select "Continue Registration".



[Home](#)

[Building](#)

[Growth Mgmt & Land Dev](#)

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[Code Enforcement](#)



Your account has been successfully created. You can login immediately.

Your account has been successfully created.

Congratulations! You have successfully created an account with the County. You can login immediately. **Important:** If you wish to link your registration to a contractor license, login and go to Account Management. Please be aware that approval by the County will be required to activate your request to link to a contractor license.

Account Information

User Name: abc123

Joe Smith

123 Main Street

abc.123@verizon.net

Preferred Method of Contact: E-mail

Home Ph

Work Ph

Mobile Ph

Fax:

Your account has been created, but there is still one more step...linking your contractor license with the registration.



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Please Login

Many online services offered by the County require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users

If you are a new user you may [register](#) for Citizen Access. It only takes a few simple steps and you'll have the added benefits of permit application and issuance and requesting inspections on your permits.

[Register Now >](#)

Login

User Name or E-mail:

abc123

Password:

[Login >](#)

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

Log-in to your account using the information you just created.

[Account Management](#) | [Logout](#)

[Reports \(4\)](#) |

[Collections \(0\)](#) |

Logged in as: **Joe Smith** |

Search

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Welcome Joe Smith

You are now logged in.

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What would you like to do today?

General Information

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Building

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Growth Mgmt & Land Dev

[Apply for an Additional Signage Permit](#)

[Search Applications](#)

[Schedule an Inspection](#)

Code Enforcement

[FILE A COMPLAINT and Other Property](#)

[Related Services](#)

[Search Cases and Records](#)

Once you are logged in you will see your name on the "Welcome" screen. Select "Account Management"

[Account](#) | [Logout](#)

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[Collections \(0\)](#) |

Logged in as [Joe Smith](#) |

Search  

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Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Citizen Account

Login Information

User Name:

abc123

E-mail:

abc.123@verizon.net

Password:

Security Question:

What is the brand of your first car?

Contact Information

Joe Smith

123 Main Street

abc.123@verizon.net

Preferred Method of Contact: E-mail

Home Phone:

Work Phone:

Mobile Phone:

Fax:

Trust Account Information

Showing 0-0 of 0

Account ID	Balance	Description	Status	Ledger Account	Action
No records found.					

License Information

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

[Add a License](#) 

Select "Add a License"

- [Home](#)
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Updating Your Account: Adding a License:

By adding a professional license you may gain access to additional features in Citizen Access. Select a license type and enter a license number to look up your license. Your license must be valid and active to add it to your citizen account. If your license does not display contact the County.

After identifying your license(s) a County employee must perform additional validation. Therefore, your access to certain features of Citizen Access will be limited pending approval.

* indicates a required field.

License Information

* License Type:
* License Number:



Select your license type and input your license number. Select "Find License".

Charlotte County, Florida

Government Portal

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Logged In as [Joe Smith](#) |

Search:  

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Adding a License:

* indicates a required field.

License Information

1 results found matching lookup criteria

Search a license number to continue.

Showing 1-1 of 1

License Number	Type	Name
CFC123456	C	MAST PLUMBER

[Search Again >](#)

You license information will appear. Click on the License Number. A pop-up window will appear. Click "OK" to add the license number to your on-line account.

Message from webpage



Do you want to associate this license to your account?

OK

Cancel

CFC123456 professional license added successfully to your public user account. This license must be activated before use.

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Licensed Professional Account

Login Information

User Name:
abc123
E-mail:
abc.123@verizon.net
Password:
xxxxxx
Security Question:
What is the brand of your first car?

[Edit](#)

Contact Information

Joe Smith
123 Main Street
abc.123@verizon.net
Preferred Method of Contact: E-mail
Home Phone:
Work Phone:
Mobile Phone:
Fax:

[Edit](#)

Trust Account Information

Showing 0-0 of 0

Account ID	Balance	Description	Status	Ledger Account	Action
No records found.					

License Information

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

TEST PLUMBING LICENSE

Home Phone:
Mobile Phone:
Fax:
C MAST PLUMBER
CFC123456
Issued:
Expires:
Insured Max:
Status: Pending
Contractor's License #:
Contractor's Business Name:

[Remove my license](#)

[Add a License](#)
Add a License

Your license is now "attached" to your on-line account. If you have more than one license, you may add it by selecting "Add a License". Otherwise, you are now ready to apply for a permit, schedule an inspection or pay a fee.*

*An email is automatically sent to Community Development to have the account approved. Your account should be approved within 30 minutes of submittal.

You are now set-up to use the on-line permitting site. From here you may obtain a permit (currently limited to residential air conditioning, residential electrical and residential plumbing permits), pay fees, schedule inspections and check your permit status.

Account Management | Logout
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Home Building Growth Mgmt & Land Dev Licenses Code Enforcement

Welcome Joe Smith

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Search [input type="text"] [button]

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Permit 20130608652: Residential Plumbing [Add to collection](#)

Job Site Location:

3001 VASCO ST
 PUNTA GORDA FL 33950

Permit Details

Applicant:

Tina Jones

Job Description:

test

Click "Print/View Permit" to print the job card; pay any fees due here. Inspections may be scheduled by selecting "Schedule or Request an Inspection".

PORT CHARLOTTE FL 33948-

More Details

[Print/View Permit >](#)

Fees

Outstanding:

Date	Invoice Number	Amount	Pay Fees
06/25/2013	0990	\$4.00	
Total outstanding fees:			\$4.00

Inspections

Upcoming

[Schedule or Request an Inspection](#)

You have not added any inspections.
 Click the link above to schedule or request one.

Completed

There are no completed inspections on this record.

Review Status

Attachments

Name Record ID Record
 No records found.

[Show](#)

Use this area to upload Load Calcs and AHRI documents for air conditioning permits. **NOTE: All air conditioning permits require a review. A permit is not considered valid until it has an "Issued" status.**

Related Permits

Valuation Calculator

Trust Account Information

For more information, please contact the Community Development Department at 941.743.1201 or BuildingConstruction@CharlotteCountyFL.gov.