



CHARLOTTE COUNTY

Community Development

How to Print or Produce Permit Reports Online

(Prepared July 2016 | Updated March 2019)

- 1) Visit www.CharlotteCountyFL.gov.
- 2) In the left navigation column under “**Popular Links**”, click [Online Permits, Licensing & Code Violations](#).
- 3) In the upper right, above the “**Login**” and “**Search**” fields, find the “**Reports (4)**” field. Select the dropdown arrow to view the report options. There are four (4) report options listed. Most users select the “**Issued Building Permits (Excel)**” option for an Excel spreadsheet.
- 4) Enter your search parameters based upon “**Permit Type**” as follows:
 - a) If searching for permits for new buildings, choose “**Construction**” as the “**Permit Type.**”
 - b) If searching for permits for accessory structures (e.g. boatlifts, cages, canopies, carports, decks, docks, doors, fences, garages, lanais, parking lots, seawalls, sheds, signs, shutters, swimming pools and windows), choose “**Accessories**” as the “**Permit Type.**”
 - c) If searching for permits for the licensed trades (e.g. electrical, mechanical, plumbing & roofing), choose “**Trade Permits**” as the “**Permit Type.**”
- 5) If searching for “**applied for**” permit applications, enter the “**Applied Date (Start)**” and the “**Applied Date (End)**.” Next, select the “**Submit**” button. **Note: “applied for” permit applications can have a status of “Under Review,” “Issued” or “Closed.”**
- 6) If searching for issued permits only, enter the “**Issued Date (Start)**” and the “**Issued Date (End)**” and then select the “**Submit**” button.
- 7) Finally, either open the spreadsheet file or save it. Since the report that is produced is an Excel spreadsheet, the data can be customized as needed.

DJ: How-to-Print-Produce-Permit-Reports-Online

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