



Charlotte County Government

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How to Research Permit & Inspection Information Online

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- 1) Visit www.CharlotteCountyFL.gov.
- 2) In the left column under "**Popular Links**", click [Online Permits, Licensing & Code Violations](#).
- 3) In the middle column, at the bottom, click the elongated button "**Online Services: Permits, Licenses & Code Violations.**"
- 4) Scroll down to the "**What would you like to do today?**" heading and under the "**Building**" heading click "**Search Permits.**" This takes you to the "**Search for Permits**" page.
- 5) Permits can be searched by the following: Permit Number, Street Number & Street Name (i.e. Address), Contractor's Business Name, or Contractor License Number.
- 6) **Helpful Hint!** If searching by street address, only type the Street Number in the first Street Number field (with the word "From" in it). For the Street Name field, only type the first 3 or 4 letters of the street name.
- 7) Scroll down the left side of the page and near the bottom, click the green "**Search**" button.
- 8) If the search was made by Permit Number, information about that permit will be displayed. Click the "**Record Info**" tab (upper left of the page) which will display a drop-down list of options such as:
 - a) To view or track plan review status, click "**Review Status.**"
 - b) To view attachments or documents, click "**Attachments.**"
 - c) To view or track inspections, click "**Inspections.**"
 - d) To check if an inspection is scheduled as well as the inspector's name, click "**Inspections**" and review the "**Upcoming**" list. To check inspection results, review the "**Completed**" list.
- 9) To view **Plan Review Comments**, scroll down the page & click the teal colored button on the left labeled "**View Review Status/Comments.**"
- 10) If the search was made by other search options, e.g. by "Address", a downloadable (Excel spreadsheet) list of all permits at that address will be displayed. From the "**Permit Number**" column, click any permit number (teal colored) for information about that permit.

DJ: How-to-Research-Permit-Inspection-Information-Online

COMMUNITY DEVELOPMENT DEPARTMENT

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