



Charlotte County Government

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How to Print or Produce Permit Reports Online (7/2016)

- For detailed information or statistics about permits that are issued by type of permit (e.g. new single family homes, new commercial building), please visit the Community Development Department's "Online Services" page of our website:
www.charlottecountyfl.gov/services/buildingconstruction/Pages/Online-Services.aspx.
- Next, select the "Online Services Portal" button in the middle column of the page.
- Next, in the upper right of the page, above the "Login" and "Search" fields, find the "Reports (4)" field and 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.
- Next, enter the search parameters based upon "Permit Type:"
 - If looking for permits for new buildings, choose "Construction" as the "Permit Type."
 - If looking 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."
 - If looking for permits for the licensed trades (e.g. electrical, mechanical, plumbing & roofing), choose "Trade Permits" as the "Permit Type."
- Next, if searching for "applied for" permit applications, enter the "Applied Date (Start)" and the "Applied Date (End)" and then select the "Submit" button. Note: "applied for" permit applications can have a status of "Under Review," "Issued," or "Closed."
- If searching for issued permits only, enter the "Issued Date (Start)" and the "Issued Date (End)" and then select the "Submit" button.
- At the next window, make a selection to either open the spreadsheet file or save it automatically. Since the report that is produced is an Excel spreadsheet, the data can be customized as needed.

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COMMUNITY DEVELOPMENT DEPARTMENT

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