

# OBTAINING A PERMIT

The Charlotte County Community Development offers a 24/7 online services portal for licensed professionals to interact with the county's permitting database & system. In most cases, an address is required to complete the permit application process. Citizens can also search and track permits within this permitting portal.

To connect an address to the permit, enter the street number and street name, then click "Search". The owner information will populate once a selection is made. If there is a unit number, input in the unit field or choose from the list returned. The addresses will be formatted exactly as shown on the Property Appraiser record search. If the address does not exist, contact the Addressing Division at 941.743.1235.

Residential Plumbing

TRADE PERMIT APPLICATION 2 LICENSED PROFESSIONAL 3 CONTACTS 4 APPLICATION INFORMATION 5 REVIEW 6 7

Step 1: TRADE PERMIT APPLICATION > ADDRESS \* indicates a required field.

Address

Street No.:  Direction:

\* Street Name:  Street Type:

Unit No.:

City:  State:  \* Zip:

Address:

Address:

Search Clear

If you experience any problems with online permitting, contact Community Development at 941-743-1201 or via email at [bcs@charlottefl.com](mailto:bcs@charlottefl.com)

# STREET NUMBERS

Charlotte County requires that all residences and businesses post their assigned address numbers clearly on the building.

Residences must display numbers no less than 4 ½ inches in height. Commercial buildings and multiple-family dwellings must display street numbers no less than 6 inches in height as well as related unit numbers. All street numbers must be posted so as to be clearly visible from any roadway or street serving the building or dwelling.

All numbers are required to be in Arabic numerals with a contrasting background color.



FOR MORE INFORMATION:  
See Florida Building Code  
Sec. 3-2-215 PLACEMENT  
OF STREET NUMBERS

# Need More Information?

Visit us at:

Charlotte County  
Building Construction Services  
18400 Murdock Circle  
Port Charlotte, FL 33948



Online visit:

[www.charlottecountyfl.gov/services/landinformation](http://www.charlottecountyfl.gov/services/landinformation)

Online Addressing Services Offered:

- ➔ Address Verification Letter Request
- ➔ Street Name Search
- ➔ Plat & Condo Viewer
- ➔ Official Records Search

Email Addressing Division:

[bcs@charlottefl.com](mailto:bcs@charlottefl.com)

Call Addressing Division:

941.743.1235

Fax Addressing Division:

941.743.1598

# CHARLOTTE COUNTY Community Development Department

## Addressing Division

← What's My Address?

Who do I call? →

Where Do I Go? →



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# ADDRESSING BASICS

The Addressing Division of Community Development is responsible for assigning new addresses, processing number or street name changes and maintaining the central address database used by Emergency 911, Property Appraiser, Tax Collector, Permitting, [www.ccgis.com](http://www.ccgis.com) and various other entities.

## HISTORY OF ADDRESSING

Until the advent of modern postal systems, most houses and buildings were not numbered. Streets may have been named for landmarks, such as a city gate or market, or for the professions of their inhabitants. Modern day addressing utilizes a collective grid so that address numbers coordinate with adjacent counties and address numbers line up based on the location within the county. Eighty percent of Charlotte County is addressed based on this grid.



Charlotte County does not assign or change addresses within the **City of Punta Gorda**.

**City of Punta Gorda**  
326 W. Marion Ave  
Punta Gorda, FL 33950  
Addressing: 941.575.3314

This includes properties located within the Taxing District(s) of **149-156** as designated on the real property records found on the Charlotte County Property Appraiser website:

[www.ccappraiser.com](http://www.ccappraiser.com)

Taxing District:

**Property Record?**

**Tax Bill?**

**Online Maps?**

**My GPS Unit?**

## What Addressing CAN and CAN NOT Change

### PROPERTY APPRAISER RECORDS

- Addressing can change the **Property Address**
- Addressing cannot change the **Mailing Address\***

### TAX COLLECTOR RECORDS

- Addressing cannot change the **Mailing Address\***

### GPS UNITS

- Addressing cannot change the **Street Address\***

### ONLINE MAPPING PROGRAMS

- Addressing cannot change the **Street Address\***

### CHARLOTTE COUNTY GIS WEBSITE

- Addressing can change the **Property Address**

### PERMITTING-ACCELA SOFTWARE

- Addressing can change the **Property Address**

### EXTERNAL ADDRESS PUBLICATIONS

- Addressing cannot change the **Street Address\***

**\*Contact Information Provided**

# ZIP CODES

ZIP Codes are determined by the **United States Post Office**. It is a system used in the U.S. to facilitate the delivery of mail consisting of a five or nine-digit code printed directly after the address, the first five digits (initial code) indicating the state and post office or postal zone, the last four (expanded code) the box section or number, portion of a rural route, building, or other specific delivery location.

## CHARLOTTE COUNTY ZIP CODES

33946	33955	33917*
33947	33980	33921*
33948	33981	34266*
33950	33982	*also falls outside Charlotte County
33952	33983	
33953	34223	
33954	34224	

For discrepancies with **ZIP codes** or **City names**, please contact 813-354-6129 in Tampa or [www.usps.gov](http://www.usps.gov).



## WHO TO CONTACT

(Regarding Address Issues)

### PROPERTY APPRAISER OR TAX COLLECTOR RECORDS

941.743.1593

(Property Appraiser Records Division)

### GPS UNITS & ONLINE MAPPING PROGRAMS

[www.google.com/mapmaker](http://www.google.com/mapmaker)

[www.mapsharetool.com](http://www.mapsharetool.com)

[www.here.com](http://www.here.com)

### CHARLOTTE COUNTY GIS WEBSITE

Addressing Division: 941.743.1235

### PERMITTING-ACCELA SOFTWARE

Addressing Division: 941.743.1235

### EXTERNAL ADDRESS PUBLICATIONS

See individual publication(s) for contact information.