



MEMORANDUM

Date: Tuesday, March 24, 2020
From: Community Development Department
Subject: Community Development Operations Update

As many of you are aware, Charlotte County buildings will be closed to the public at the end of business today which leaves many of you with questions about the status of permits. At this time, employees are still reporting to work and conducting business as usual, but our lobby will be closed to the public. Below is a brief synopsis of operations for permit intake, plan review and inspections. Our customer service specialists will be on hand to answer any permitting questions that might have during this local emergency at 941.743.1201.

Permit Submittal Intake

All permits, paper and electronic, currently going through intake will be processed as normal. After today, any permits that need to be submitted will only be processed electronically. Licensed contractors will be required to set up an account at our online permitting portal to submit permits.

<https://secureapps.charlottecountyfl.gov/citizenaccess/Welcome.aspx>.

Owners that are acting as their own contractor (owner/builder) will have a different process as they will email their application and plans to buildingconstruction@charlottecountyfl.gov for processing. This email is not for licensed contractors to use as they must use the online permitting portal.

Plan Review

Plan reviews on electronic and paper plans that are currently in the system will continue as normal but if the plans need corrections or they are changing, we will only accept an electronic submittal as stated above for intake. That means if you submitted paper plans originally and you have corrections or a change, then you will be required to submit plans electronically for re-review.

Permit Issuance

The process for issuing electronic plans will remain the same for those who utilize the online permitting portal. For those contractors that have submitted paper plans and are ready for pick up they can create an online permitting account as referenced above and request county staff to scan and upload the plans to their account. Once the account is set up, please email staff at buildingconstruction@charlottecountyfl.gov for converting paper to electronic plans. The contractor will then be responsible for downloading these plans and printing them off in color for the jobsite.



Permit issuance for owner/builders that already submitted paper plans and are ready to be picked up can call or email requesting the plans by email. For new owner/builder permits, the approved plans will be emailed to them when ready. Owner/builders are responsible for printing the plans off in color for the jobsite.

Inspections

As stated in a previous announcement that was sent out on March 20th, inspections on existing residential dwelling units have been suspended. See announcements on the Community Development webpage. <https://www.charlottecountyfl.gov/services/buildingconstruction/Pages/default.aspx>

Inspections on new construction and commercial permits will continue with no changes but we ask that contractors limit the amount of workers on the job site during the inspection.

Staff is currently working on a virtual inspection process using the Microsoft Teams software that would be available for certain trade permit types inside dwelling units. This will be launched in the coming days and more details are still to come.

Thank you for your cooperation and patience during this time.