



From Chief Building Official Randall L. Cole

This update has been blind copied to contractors registered to work in the City of Punta Gorda.

As of March 25, 2020, the following items are now in effect:

1. A permit drop box has been placed in the ground floor lobby of the City Hall Annex. Another has been placed outside the street side lobby door should you not wish to enter the building. All paperwork must be complete prior to entering the building, there is no availability for filling out paperwork at the drop off point. This is the only area in the building that you can access, if you need to speak to an inspector or plans examiner, or other staff member, a listing of all City of Punta Gorda telephone numbers has been made available on the document rack.
2. Permit applications and other Building documents have been placed on a document rack outside of the ground floor entry door.
3. Notary services by our staff are not available at this time.
4. If you would like to open an escrow account to pay for your permits, the sign up forms are available on the document rack as well. This will allow you to pay for permits without using a credit card. There is no additional charge for this service, and unlike with a credit card, impact fees can be paid utilizing this option.
5. When you have a permit ready, you will be notified by a Permit Tech with the permit number and dollar amount. If you have an escrow account, we will pull the funds from the account and print your permit. You will still have the option to pay for your permit online unless there are impact fees on your permit.
6. If you bring in a check to pay for a permit, it cannot be processed on the spot. Once staff has completed the transaction and printed your permit you will be notified to pick it up.
7. Once we have printed your permit, you will be able to pick it up from the ground floor lobby, in the bin labeled 'Building Permit Pick Up'.
8. If you have permit applications that you normally fax or email (air conditioning, water heaters and so forth), this procedure has not changed.

We thank everyone for their patience as we navigate through this. Updates will be emailed to you as they occur.

Please be safe.