



MEMORANDUM

Date: Friday, May 29, 2020

From: Community Development Department

Subject: **COMMUNITY DEVELOPMENT BUILDING TO OPEN TO THE PUBLIC ON MONDAY, JUNE 1, 2020**

We are pleased to announce the E. Jay Carlson Community Development Building will be reopening to the public on Monday, June 1. Seating in the lobby will be limited to ensure social distancing. Plexiglass shields at the customer service stations will protect customers and staff.

Upon entering the building, customers will be directed to the check-in station. If the lobby capacity is reached, customers may wait outside or in their vehicles. Provide your cell phone number to the customer service specialist upon check-in. You will receive a call directing you to a customer service station.

A drop box will be provided for elevation certificates and drainage as-built surveys at the check-in station. We encourage you to email digitally signed and sealed elevation certificates and drainage as-built surveys to onlinepermitting@charlottecountyfl.gov. **No other documents or payments will be allowed in the drop box.**

We are also excited to report we processed 2,415 permits in April using our online permitting portal, which is the same number of permits processed in April 2019 when our lobby was open to the public. That is amazing! Thank you to everyone who took the time to learn and use the online permitting system. We encourage the continued use of this system to help you save time and money and to also limit the volume of customer traffic at our building during this time. Please keep in mind there may be longer wait times.

Please call 941.743.1201 if you have any questions.

Thanks again and stay safe.