



## MEMORANDUM

Date: Wednesday, June 17, 2020

From: Community Development Department  
Building Construction Division

Subject: **Job Site Plans and Specifications**

Effective immediately, job site plans and specifications for building permits will be allowed to be copied in black and white in lieu of color copies. All plan sets and documents should be clear and legible and copied in the original size they were submitted. Please do not resize a 24"x36" plan set down to 8 ½" x 11".

If you have any questions, please call 941.743.1201 or email [BuildingConstruction@CharlotteCountyFL.com](mailto:BuildingConstruction@CharlotteCountyFL.com).