



MEMORANDUM

Date: March 24, 2021

From: Charlotte County
Community Development Department

Subject: Updated Forms, Documents and Email Boxes

The purpose of this notice is to remind to applicants to use the revised permit applications, forms and documents that were updated due to the adoption of the 2020 Florida Building Code on December 31, 2020. These documents can be found at www.charlottecountyfl.gov under Community Development “Forms and Documents” tab.

To ensure consistency in the permitting process, the older forms will no longer be accepted starting May 1, 2021.

Also, in order to assist us with permit processing, please try to use the following email boxes:

BuildingConstruction@CharlotteCountyFL.gov (primary email box)
BlowerDoorReports@CharlotteCountyFL.gov (send blower door documents here)
ContractorLicensing@CharlotteCountyFL.gov (send insurance documents here)
FloodInfo@CharlotteCountyFL.gov (send elevation certificates & as built surveys)
OnlinePermitting@CharlotteCountyFL.gov (send NOCs & subcontractor change forms)
PermitResubmittal@CharlotteCountyFL.gov (send plans changes and resubmittals)
TermiteCertificates@CharlotteCountyFL.gov (send termite certificates here)

Should you have any questions, please call 941.743.1201.