How to Find Permit & Inspection Information Online

1. Go to www.CharlotteCountyFL.gov.

2. Click **Departments** > **Community Development**.

3. Under **Popular Links**, select **Online Services** > **Citizen Access Portal**.

4. Scroll to **"What would you like to do today?"** and under **Building**, click **Search Permits**.

5. You can search by:

   o Permit Number

   o Street Address (enter the street number and the first 3 letters of the street name)

   o Contractor's Business Name or License Number

6. After entering the search info, click the teal **Search** button on the left.

7. Results:

   o Permit Number Search: Click **Record Info** for options like:

      ▪ Review Status: Check the plan review progress.

      ▪ Attachments: View related documents.

      ▪ Inspections: See scheduled or completed inspections.

   o Address Search: Download a list of permits. Click any permit number for details.

8. To see plan review comments, click the **View Review Status/Comments** button on the left.

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