

I received my permit, what are my next steps?

1. Print and post the job card, approved plans, and approved documents on site.
2. Begin permitted work.
3. Call for inspections listed on the job card.

Inspection Requests

There are several convenient ways to request an inspection:

- **Automated Inspection Request System (AIRS)**
 - Contractors and Owner-Builders
 - Call 941-833-4086
- **Text Message Requests**
 - Contractors and Owner-Builders
- **Online Requests via Accela Citizen Access**
 - Contractors
- **VuSpex Virtual Inspections**
 - Contractors – More details via QR code
- **Main Office Phone**
 - Contractors and Owner Builders
 - Call 941-743-1201

All options are available 24/7, except when calling the main office. To be eligible for next-day service, inspection requests must be made by 8 p.m.

Inspector Hours: 7:00 a.m. to 3:30 p.m., Monday through Friday (in the field only), except holidays



CHARLOTTE COUNTY
Community Development

Charlotte County Community Development
E. Jay Carlson Community Development Building
18400 Murdock Circle, Port Charlotte, FL
941.743.1201
BuildingConstruction@CharlotteCountyFL.gov

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PERMIT

Online Permitting for Licensed Contractors



CHARLOTTE COUNTY
Community Development

Applying Online for a Permit

**Contractors can submit all permit types online.*

Log in to the Citizen Access Portal.

Under the "Building" section, click "What would you like to do today?" and select "Create an Application."

Accept the disclaimer and choose your license from the drop-down menu.

Next, select the permit type you're applying for.

Enter the job address. For the street address, only type the first three letters of the name (e.g., "18400 Mur" for "18400 Murdock").

The system will automatically fill in the parcel and owner info.

Complete the required fields and upload necessary documents for your permit.

Before submitting, review all information. Then, proceed to the payment screen to finalize your application.

Payments can be made online using Visa or Mastercard. Once paid, your permit application will be submitted for processing.

Notice of Commencement Process

If a project's construction cost is \$5,000 or more, a Notice of Commencement (NOC) must be filed with the Charlotte County Clerk of the Circuit Court & County Comptroller's Office. Upload the NOC to the online permit application before scheduling the first inspection. Once uploaded, the Community Development Department sends the NOC to the Clerk's office, eliminating the need for manual submissions or visits between agencies.

To download the form:

1. Visit CharlotteCountyFL.gov
2. Click 'Community Development' under 'Departments'
3. Scroll to 'Forms & Documents'
4. Go to the 'Permitting' section
5. Select 'Notice of Commencement'

Register Online as a Contractor

1. Visit CharlotteCountyFL.gov
2. Click 'Community Development' underneath 'Departments'
3. Scroll to the 'Citizen Access Portal Online Services' button
4. Click the 'Citizen Access Portal' header to access the portal
5. In the upper right corner, click 'Register for an Account'
6. Read and accept the disclaimer, then click 'Continue Registration'
7. Enter your account details and preferences, then click 'Continue Registration'
8. A confirmation message will appear at the top of the webpage once your account is successfully created
9. To link your contractor's license, log in and click 'Account Management' in the upper right corner
10. Click 'Add a License'
11. Select your license type and enter your license number
12. Click 'Connect' and approve the account when prompted

An email will be automatically sent to Charlotte County to activate your account. Please allow 24-48 hours for review.