

How to Research Permit & Inspection Information Online

- 1) www.CharlotteCountyFL.gov.
- 2) Select **“Departments”** then select **“Community Development”**.
- 3) Under **“Popular Links”** select **“Online Services”** then select the **“Citizen Access Portal”**.
- 4) Scroll down to the **“What would you like to do today?”** heading and under the **“Building”** heading click **“Search Permits.”**
- 5) Permits can be searched by the following: Permit Number, Street Number & Street Name (i.e. Address), Contractor’s Business Name, or Contractor License Number. If searching by street address, enter the street number in the **“Street No.”** field and the street name in the **“Street Name”** field. Only type the first 3 or 4 letters of the street name.
- 6) Scroll down the left side of the page and near the bottom, click the teal colored **“Search”** button.
- 7) If the search was made by Permit Number, information about that permit will be displayed. Click the **“Record Info”** tab (upper left of the page) which will display a drop-down list of options such as:
 - a) To review or track plan review status, click **“Review Status.”**
 - b) To review attachments or documents, click **“Attachments.”**
 - c) To review or track inspections, click **“Inspections.”**
 - d) To check if an inspection is scheduled, including the inspector’s name, click **“Inspections”** and review the **“Upcoming”** inspections list. To check inspection results, review the **“Completed”** list.
- 8) To view **Plan Review Comments**, scroll down the page & click the teal colored button on the left labeled **“View Review Status/Comments.”**
- 9) If the search was made by other search options, e.g. by **“Address”**, a downloadable (Excel spreadsheet) list of all permits at that address will be displayed. From the **“Permit Number”** column, click any permit number (teal colored) for information about that permit.