



Community Development Department

Building Construction Division

18400 Murdock Circle | Port Charlotte FL 33948
Building Phone: 941.743.1201 | Building Fax: 941.764.4907
Zoning Phone: 941.743.1964 | Zoning Fax: 941.743.1598
BuildingConstruction@CharlotteCountyFL.gov
www.CharlotteCountyFL.gov

For Office Use Only

Permit Number:

20 _____

Application date:

CSR Initials _____

ONE & TWO FAMILY RESIDENTIAL PERMIT APPLICATION CHECKLIST

Florida Building Code 8th Edition (2023)

Incomplete permit applications will be returned to the applicant. Please review package contents with this checklist to insure that all appropriate documentation is included with your submittal.

*****DO NOT STAPLE ANY OF THE BELOW DOCUMENTATION TO THE BUILDING PLANS.*****

- APPLICATION FOR CONSTRUCTION PERMIT FORM** - Filled out completely with signatures.
- OWNER-BUILDER DISCLOSURE STATEMENT** - ONLY if owner acts as contractor - An affidavit signed by the owner/ builder certifying that the responsibilities and requirements of the construction process are understood by the owner.
- NOTICE OF COMMENCEMENT (NOC)**- A recorded NOC will be required before scheduling first inspection.
- SUBCONTRACTOR WORKSHEET** - Signed by the contractor or owner/builder.
- FIRE HYDRANT AFFIDAVIT**- Signed by the contractor or owner/builder.
- SEWER/SEPTIC AFFIDAVIT** - Signed by owner or contractor. Provide name of provider company.
- SEPTIC SYSTEM PERMIT** - (If sewer service is not available) - A copy of the septic system permit approved by the Health Department (941.743.1266). An approved septic permit must be on file prior to the building permit being approved.
- PUBLIC UTILITY AFFIDAVIT**- An affidavit regarding the location of existing public utility structures on the site.
- SURVEYS** - Two (2) signed and sealed surveys of less than one year old which include flood zone and panel number information.
- TREE PRESERVATION/REMOVAL FORMS** - Appropriate tree forms must be completed with site plan attached.
- SITE PLANS** - Three (3) original signed and sealed site plans showing existing improvements on the site, property lines, setbacks for proposed project and culvert information for Right Of Way.
- DRAINAGE PLANS** - Two (2) drawings of site drainage plans showing proposed ground and final floor elevations.
- 1 & 2 FAMILY DATA SUMMARY SHEET** - Two (2) showing design data and signed by structural designer. Or all the information asked in the form to be in the building plans.
- BUILDING PLANS** - Two (2) sets of building plans that have been signed and sealed by an engineer or architect, if applicable per current Florida Building Code.
- PRODUCT APPROVALS** - NOA or product approval number of windows, door, shutters, soffits, siding and roof covering materials as applicable to the project.
- TRUSS LAYOUTS** - Two (2) sets of truss layouts or framing details reviewing and approved by structural designer.
- ENERGY FORMS** - Two (2) sets of energy calculations as per Energy Conservation Code.
- NEW RESIDENTIAL UTILITY SERVICE APPLICATION** - Form CCU-F003) Completed form will be forwarded to Charlotte County Utilities (**please provide a copy of Site Plan**).
- PRE-APPLICATION FEE** - A pre-application fee of \$150 is due at time of application submittal.

If you have any questions, please call the following:

Permitting: 941.743.1201

Zoning: 941.743.1964

Land Development (ROW): 941.743.1264

Addressing: 941.743.1235

FL Health Department: 941.743.1266

Emails:

BuildingConstruction@CharlotteCountyFL.gov (primary email box)

BlowerDoorReports@CharlotteCountyFL.gov (blower door documents)

ContractorLicensing@CharlotteCountyFL.gov (insurance documents)

FloodInfo@CharlotteCountyFL.gov (elevation certificates & drainage as-built surveys)

OnlinePermitting@CharlotteCountyFL.gov (NOCs & subcontractor changes)

PermitResubmittal@CharlotteCountyFL.gov (resubmittals & plan changes)

PrivateProvider@CharlotteCountyFL.gov (private provider documents)

TermiteCertificates@CharlotteCountyFL.gov (termite certificates)

Zoning@CharlotteCountyFL.gov (zoning related documents)

A recorded Notice of Commencement is required in the Permitting Office prior to the first inspection.