CHARLOTTE COUNTY COMMUNITY DEVELOPMENT
18400 Murdock Circle, Port Charlotte FL 33948
Phone: 941-743-1201 Fax 941-764-4108
www.CharlotteCountyFL.gov
"To exceed expectations in the delivery of public services"

LIEN RESEARCH FOR CODE ENFORCEMENT

There is a fee of $35.00 **per parcel ID** for this Lien Research. You can pay this by mailing a check or paying online with a credit card. For this fee, we will provide all open or expired permits; open building or zoning code violations and payoffs for all liens related to code violations. This is for Code Enforcement Liens Only. The turnaround time for the lien research will be approximately 7 to 10 days. There is no need to search vacant property with our department.

If you mail a check please send to: Charlotte County Community Development
Attn: Lien Research Response Team
18400 Murdock Cir.
Port Charlotte FL 33948
check needs to be payable to the Charlotte County Board of County Commissioners or CCBCC

If you would like to pay online, please follow the steps below:

1. Go to www.charlottecountyfl.gov
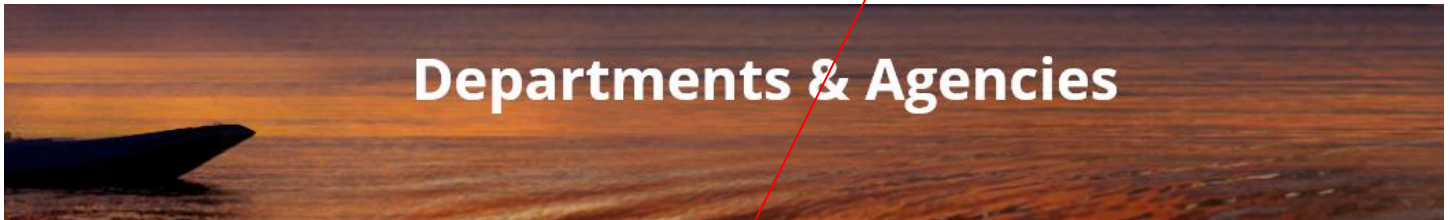
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2. Click on <u>Departments</u> and then click on <u>Community Development</u>.

Departments & Agencies

👥⚙	**Administration** 941.743.1944	🐾	**Animal Control** 941.833.5690	$	**Budget/Transparency** 941.743.1551
⚗	**Building Construction** 941.743.1201	✎	**Clerk of the Circuit Court** 941.505.4716	☑	**Code Compliance** 941.743.1201
🤝	**Community Development** 941.743.1201	👥	**Community Services** 941.625.7529	⚖	**County Attorney** 941.743.1330

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3. Scroll down to Popular Links and click on <u>Online Services.</u>

Popular Links

Building Construction >	Code Compliance >	Forms & Documents >
Licensing >	Major Development Projects >	Maps & Addressing >
Notices >	Online Services >	Permits >

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4. Once you clicked Online Services you will see this. You will want to click on <u>The Citizen Access Portal Link.</u>

Online Services

Home > Departments & Agencies > Community Development > Building Construction > Online Services

Citizen Access Portal

Welcome to the Citizen Access Portal, the county's online permits, licenses, plans review & code violations system. To use the portal, select the link below:

Citizen Access Portal: secureapps.charlottecountyfl.gov/CitizenAccess

- **How to Register for a Citizen Access Portal Account (Contractors Only)**. Read the "How to Register" guide.
- **How to Research Permit & Inspection Information Online**. Registration is not required to only search the database or to report code violations.

Online Plans Review: Digital Plan Room

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5. Click on Report A Code Violation.

Welcome to Charlotte County Citizen Access

We are pleased to offer our contractors, citizens, businesses and visitors access to the online permitting site. This site is available 24 hours a day, 7 days a week. If you wish to apply for a permit online, you will first need to register for an account and add your contractor license to that account.

To report a problem with a licensed contractor:

Submit a Local License Complaint
Submit a State License Complaint

If you experience any problems using this website, please contact Community Development at CCTechSupport@charlottecountyfl.gov

What would you like to do today?

Contractor Licensing

Search Licenses
Search Cases and Records

Planning and Zoning

Apply for a Zoning/Planning Permit
Search Applications
Schedule an Inspection

Building

Search Permits
Schedule an Inspection

Code Compliance

Report a Code Violation
Search Cases and Records

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6. Check box to accept disclaimer and click on Continue.

Code Enforcement Complaints and Other Property Related Services

Welcome to County's Online Code Enforcement Module. Using this system, you can file code enforcement complaints, reg speceific address or apply to be part of our lien relief program. You can also track the progress of any of the above cases or a day.

The following hints will help you navigate the system:

1) When selecting the type of case or application you wish to file please only choose "CE - High Grass and Weeds Only" if th exist, please use CE - Code Enforcement (Not High Grass Only)

2) After selecting the type of case, you will need to select the address. Please enter as little data as possible and let the syste

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning

General Disclaimer

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☐ I have read and accepted the above terms.

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7. Click on the **Code Enforcement** it will open the drop down then click the **CE-Research Request** then click Continue Case.

8. At this point, you will fill in information of the property, sometimes less information is better (street number and street name), pay the $35.00 with Visa or Mastercard and a research response will be returned back to you in approximately 7 to 10 days.

9. If you have questions please contact our customer service line at 941-743-1201 or email CodeEnforcement@CharlotteCountyFL.gov.

Revised 12/2/2020