

## Property Search Application

Name of Project: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Requesting Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Search	1hr.	X	\$50.00/hr	\$50.00
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The plan search fee of \$50.00/hr applies to a full hour, or any portion of that hour. If the plan search time exceeds 1 hour, and you are paying by credit card, the additional fees will be charged to your credit card account. If the plan search time exceeds 1 hour and you are paying by check, you will be notified of additional fees to be paid prior to the issuance of the requested information.

**Type of Payment** Check  Check # \_\_\_\_\_ Mastercard  Visa  Discover

**Card Number** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**Name on Card** \_\_\_\_\_

**Cardholder Signature** \_\_\_\_\_

**Make check payable to the City of Gainesville if you are paying by check. If paying by credit card, fill out and include the Letter of Credit Authorization.**

For Staff Use Only: \_\_\_\_\_ Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_

This location has no outstanding or expired permits.

This location has outstanding or expired permits. (Please see attached.)

## Property Search Result Instructions

Once you receive your results for your property search you will need to see which box is checked off: there are open/expired permits or there are no open/expired permits.

1. If there are no open/expired permits you will not need to take any further action.
2. If there are open permits, we will provide an application for each that contains the contractor's business name & contact information.
  - a. If the permit is less than 5 years old, it is your responsibility then to contact the contractor to properly closeout the permit.
    - If you can't get a hold of the contractor or the contractor is non-compliant, then you can email the building official, John Freeland at [freelandjc@cityofgainesville.org](mailto:freelandjc@cityofgainesville.org) stating the address, the open permits, and why you need the permit to be closed out.
  - b. If the permit is more than 5 years old, then you can email the building official, John Freeland at [freelandjc@cityofgainesville.org](mailto:freelandjc@cityofgainesville.org), stating the address, the open permits, and why you need the permit to be closed out.
3. Once the building official receives the email request, he will review the permit and decide whether a proper final inspection will need to be completed before closing the permit or if the permit can be administratively closed without a final.
4. To check on the status of the permit to see if it has been closed out, you can check our Public Permit access at <https://egov.cityofgainesville.org/citizenaccess/>
  - a. All you will need to do is go to 'Public Access'
  - b. Click on Permit-Inspect-Search
  - c. Next to Search By, Click the Application Number bubble. Then type in the permit number and Click Search.
  - d. Double click the permit to enter it.
  - e. If the status says 'CL' the permit has been closed out.