

## **Plan Search Application**

### **The process to request a set of Building Plans is as follows:**

1. Fill out the attached **application**.
  - a. **Payment** may be in the form of Check, Visa, Discover, or Mastercard. Checks and/ or Money orders should be made payable to City of Gainesville.
  - b. **Application** can be made in person, via regular mail, or via fax.  
The application and payment may be mailed to:  
Building Department, Thomas Center B, 306 NE 6<sup>th</sup> Ave, Gainesville, FL 32601  
OR  
P.O. Box 490 Station 9, Gainesville, FL, 32627  
The application may be faxed to: 352-334-2207
  - c. An application submitted via mail or fax with a credit card payment must also include a notarized **Letter of Credit**, authorizing us to charge your card when you are not present.
2. The application will be processed by a permit technician typically within 24 hours and then provided to John Lake who retrieves the plans from storage.
3. **Fees:** The fee for the retrieval of plans is \$27.75 per permit/set of plans. The fee to transport the plans to the copier is \$27.75 per trip. Additional fees for copies will be dealt with at the copier.

### **Frequent Questions**

1. I've applied – When will I receive my plans?

Plan searches are often completed in about a week, although it can take longer to retrieve based on where they're stored in the storage facility.

2. Who is the copier? Will they reach out to me when they have my plans?

We work with Advanced Reprographics. We request when we drop off the plans that they reach out to you. In case you would like to reach out, their phone number is 352-375-7468. Their address is 2207A NW 13<sup>th</sup> St, Gainesville, FL, 32609.

<http://advancedreprographics.com/>

3. My plans weren't found. Do I get a refund?

A refund cannot be given if the search was done.

**Plan Search Application**

PROJECT INFORMATION	
Name of Project	
Address	
Tax Parcel No.	

REQUESTER INFORMATION	
Requesting Agent/Agency	
Address	
Contact Person	Name _____ Phone _____ Email _____ Fax _____
Date Submitted	

**DESCRIPTION OF PLANS BEING REQUESTED**

(e.g. original building plans, most recent remodel, site plan, floor plan, specific features you're looking for ; if you have a specific permit number, please provide it)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What year do you think the plans you are looking for are from?**

**Note: Plans before 1988 have a small chance of being located, especially Residential plans.**

Type of Payment	Check <input type="checkbox"/>	Check # _____	Mastercard <input type="checkbox"/>	Visa <input type="checkbox"/>	Discover <input type="checkbox"/>
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.**