

Building Inspection Department 306 NE 6th Avenue, Thomas Center B Gainesville, FL 32602 PH 352-334-5050 FAX 352-334-2207

MAIL OR FAX PERMIT APPLICATION

Permit Research Request

| Name of Project: | | | | | |
|--|--|---------------------------|-----------------------------|------------------------------|---------------------|
| Address — | | | | | |
| CITY | STATE | | | ZIP | |
| Tax Parcel No. | | | | | |
| Requesting Agency: | | | | | |
| Address: | 07.75 | | | | |
| CITY Contact person: | STATE | E-Mail: | | ZIP _ | |
| Phone: | Fax: | E-iviali. | | Date: | |
| | SCHEDULE OF FEE | S (Required | d at time of | submittal) | |
| Permit Search | | 1 hr. Min. | Х | \$50.00/hr | \$50.00 |
| | | | TOTAL | | \$50.00 |
| Type of payment Ch | eck Check# | Mastercard | _ | Discover xpiration Date: | Visa □ |
| 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 attach Letter of Credit Authorization. (Available on our website) | | | | | |
| potential code violation Division at farrellac@ci | pection Department only does inspections for existing buildings, you should continuity of the state of the st | ontact Con fire code v | nie Farrell iolations, j | with the Code you should con | Enforcement tact |
| For Staff Use | Only: Check One | | | | |
| ☐ This location l | nas no outstanding or expired permits. | | | | |
| ☐ This location I | nas outstanding or expired permits. (See | Attached.) | | | |

Property search result instructions:

- 1. 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.
 - a. 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. It is your responsibility then to contact the contractor to close out the permit.
 - If you can't get a hold of the contractor or the contractor is non-compliant, then you can write/email letter to the building official, John Freeland (<u>freelandjc@cityofgainesville.org</u>) stating why you need the permit closed out.
 - b. If the permit was pulled by an owner builder, you will need to write/email letter to the building official, John Freeland (<u>freelandjc@cityofgainesville.org</u>) stating why you need the permit to be closed out.
- 3. Please include in the letter to the building official the permit number, project address & your information.
- 4. You will be able to check on the status of the permit to see if it has been closed out in our Public Permit access https://egov.cityofgainesville.org/citizenaccess/
 - a. All you will need to do is go to 'Public Access' and type in the permit number.
 - b. Double click the permit to enter it.
 - c. If the status says 'CL' the permit has been closed out.