



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: \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 Contact person: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

SCHEDULE OF FEES (Required at time of submittal)

Permit Search	1 hr. Min.	X	\$50.00/hr	\$50.00
<b>TOTAL</b>				<b>\$50.00</b>

Note: 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 <input type="checkbox"/>	Check # _____	Mastercard <input type="checkbox"/>	Discover <input type="checkbox"/>	Visa <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 attach Letter of Credit Authorization. (Available on our website)**

*Note: The Building Inspection Department only does inspections for new construction and renovations. For potential code violations for existing buildings, you should contact Connie Farrell with the Code Enforcement Division at farrellac@cityofgainesville.org , and for potential fire code violations, you should contact Steve Hesson with the Gainesville Fire Rescue Risk Reduction Bureau at hessonsc@cityofgainesville.org*

For Staff Use Only: Check One

This location has no outstanding or expired permits.

This location has 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.
    - i. 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 ([freelandjc@cityofgainesville.org](mailto:freelandjc@cityofgainesville.org)) 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 ([freelandjc@cityofgainesville.org](mailto:freelandjc@cityofgainesville.org)) 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.