

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 for 1 Address(or 1 Building)	1hr.	X	\$50.00/hr	\$50.00
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The property search is by address/ building not by parcel. Each address or building will need a separate application and if it's a building with multiple units, the units must be listed on the application. The property search fee of \$50.00 applies to the first hour, or any portion of that hour. If the search time exceeds the first initial hour, the applicant will be notified of the status and of the additional fees due to continue. Once the fees are paid, the search will continue.

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 form.	

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 to then 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 bldg@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 bldg@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 Citizen Access site at <https://egov.cityofgainesville.org/citizenaccess/>
 - a. Click on the Public Access tab
 - 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. The status should be listed in on the Summary page.
 - f. Some permits may be from our older systems and not accessible online. If that's the case, please contact the building department at 352-334-5050 for the status.