



Building Division  
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## Building Plan Search Application Online Guide

A plan search request is used to find plans that were submitted as part of a building permit. There is a \$58.00 fee per permit/plans being requested. The plans for a permit are not guaranteed to be on file with the building division and the fee is non-refundable. To submit a plan search request, please follow the steps below:

**Step 1:** Go to PermitGNV: [www.permitgnv.com](http://www.permitgnv.com). Click on the login icon in the top right corner of your screen.

**Step 2:** Click Register Now. (If you have registered before, please login to your previous account and skip to step 6.)

**Step 3:** Under Registration Type, select Other.

**Step 4:** Enter email, first and last name, and phone number. (You can fill in more information if you choose.)

**Step 5:** Scroll down and enter your username and password. Click Submit.

**Step 6:** Click the Home tab.

**Step 7:** Under Building Permits, click Submit an Application.

**Step 8:** Next to Application Type, click the drop down and select Administrative Services Permit. Next to Sub Type, click the drop down and select Plan Search. Answer the questions that appear. Please indicate the permit numbers of the projects you want to order. Once you click Submit, it will prompt you to make a payment. Once the payment is made, your request will be sent to the Building Division for processing.

To check on the status of your request, log into your account. Click My Account. Click View My Requests. Then click on the application # you want to view. Once you're in the application, click on the Reviews tab and this will show you who is reviewing it.