




Building Division
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Property Search Application Online Guide

A property search request is when an applicant wants to find all building permits under a specific address/parcel. Our records currently go back to the 1980's. We have a Property Search report on PermitGNV that is available to the public and is free of service. You can access this report, by going to www.permitgnv.com. Click on Reports. Click Property Search. Enter the address or Parcel #. Click Submit. You can download an excel sheet of the permits by clicking the  symbol. If you would like an official report from the City of Gainesville, then follow the steps below:

Step 1: Go to PermitGNV: 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 Property Search. Answer the questions that appear. 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. The official report will be under the Documents tab once approved.