



Building Division

Department of Sustainable Development

Revisions to an Issued Permit

To submit revisions to an issued building permit, please follow the steps below:

Step 1: Log into PermitGNV: www.permitgnv.com

Step 2: Click the Home tab.

Step 3: Under Building Permits, click Submit an Application.

Step 4: Next to Application Type, click the drop down and select Revision to Issued Permit.

Step 5: Next to Sub Type, click the drop down and select Revision to Plans or Requested Information.

- Revision to Plans – when the design from the original approval is being added to, altered or revised, a review for code compliance is required.
- Requested Information – can be deferred submittals and/or additional information requested by the inspector, but not resulting in a design change.

Step 6: Answer the questions that appear. Once you click Submit, your application will be sent to the Building Division for processing.

Once the application is processed by the Building Division, you will receive a link to ProjectDox to upload your revisions. Please follow these guidelines when submitting revised or new files:

- Upload the completed Revision Submittal form.
- Name the revised files with the exact same name as the originals.
- New files need to be named consistent with the File Naming Standards.

If you have any questions, please contact the Building Division by phone at 352-334-5050 or by email at bldg@gainesvillefl.gov.