



Building Division
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Permit Exemption Guide

A Permit Exemption request is for residential projects that may qualify to be completed without obtaining a building permit under Florida law. Applicants can submit a Permit Exemption application through PermitGNV for the Building Division to verify that the proposed work meets the exemption requirements. If approved, the applicant will receive a Permit Exemption Card documenting the approved exemption.

Step 1: Go to PermitGNV: www.permitgnv.com. Click on the login icon in the top right corner of your screen.

Step 2: Login to your account OR if this is your first time logging in, click Register Now and follow the prompts.

Step 3: Click the Home tab.

Step 4: Under Building Permits, click Submit an Application.

Step 5: Fill in the following:

- Application Type & Sub Type - Click the drop down and select Permit Exemption.
- Work Description – Enter the full scope of work
 - To qualify for exemption, the scope of work cannot include electrical, mechanical, plumbing, gas, or structural work.
- Address – Enter the address or parcel number for the property you are working on.
 - To qualify for exemption, the property cannot be partially or fully in any flood zone.
- Classification – Enter the classification of the structure/property.
 - To qualify for exemption, it must be a residential property. (Single Family Dwelling, Duplex, ADU)
- Job Cost – Enter the complete job cost for the scope of work being done (materials & labor)
 - To qualify for exemption, the job cost must be less than \$7,500.
- Where is the work being done? – If the property is in a historic district and exterior work is being done, a Certificate of Appropriateness is required.
- Is the work being done electrical, mechanical, plumbing, gas, or structural? – Answer question.
- Select the Requested Exemption Below – Check the exemption you’re requesting.
 - If the exemption is for **Work less than \$7,500 on a Single-Family Dwelling**, read the statements and check the boxes acknowledging the statements were read and provide a copy of the contract.
- After reading the Acknowledgement statements, enter today's date and your full name.
- Check the box stating you have read and understand the above information and certify that the proposed work qualifies for exemption based on the information provided.
- Click Submit.

Once you click Submit, your application will be sent to the Building Division for review. We will verify that the information provided meets the requirements for a permit exemption. If your application is approved, you will receive an email notifying you that your application has been completed. You will then be able to download your Permit Exemption Card from the Documents tab of your application.

If we have any questions or if your application does not qualify for an exemption, we will contact you by email with an explanation.

To check the status of your request, log into your account and click My Account > View My Requests. Select the application you want to view, then click the Reviews tab to see its current review status. Once your application has been completed, your Permit Exemption Card will be available under the Documents tab.