

## How to Apply for an Owner-Builder Permit

If you are making improvements to your home without the help of a contractor, here's how to apply for a building permit:

Please apply in-person at the Thomas Center, Building B, 306 NE 6<sup>th</sup> Avenue, Gainesville, FL 32627.

Here's what to bring:

1. Driver's License
2. Valid Email Address
3. Recorded Warranty Deed and/or Tax Bill with applicant's name listed on the document
  - a. The property must be in the applicant's name, not in a business name or in a trust name.
  - b. The property must be for the applicant's own use and occupancy. It cannot be for sale, rent, or lease at the time of application or for one (1) year after completion.
4. Scope of Work – This is a brief description of the work being done (e.g. structural, electrical, mechanical, or plumbing).
5. Floor Plans or Site Plan
  - a. Existing Floor Plan – label rooms
  - b. Proposed Floor Plan – label rooms and define work area
  - c. Site Plan –include property lines to existing building and to proposed construction, and any adjacent roads.

Some permits can be issued over-the-counter (such as a roofing permit) others require more time and review (such as an addition). If the permit requires plan review, see below, we have an electronic plans review process, known as ProjectDox or e-Plan Review. Once the application is submitted and the fees are paid, you will receive an email with a link and a temporary password. The email will come from [DoNotReply@avolvecloud.com](mailto:DoNotReply@avolvecloud.com). (Also check your spam folder) Follow the link and enter your email and temporary password. Once you log in, enter your profile information and change the password.

Any questions or concerns, please contact our building division at 352-334-5050 or [bldg@cityofgainesville.org](mailto:bldg@cityofgainesville.org).

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empower you?*