



Building Inspection Department  
 306 NE 6th Avenue, Thomas Center B  
 Gainesville, FL 32602  
 PH 352-334-5050  
 FAX 352-334-2207

**MAIL-IN PERMIT APPLICATION**

**Occupancy Permit/ Change of Use Without Construction Permit**

Type of Permit (Circle )      Occupancy Permit      Change of Use Without Construction Permit

Description of Project: \_\_\_\_\_

Site Address \_\_\_\_\_

Building Owners Name: \_\_\_\_\_

Address: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

SCHEDULE OF FEES (Required at time of submittal)

Occupancy Permit		X	\$	38.75	
Change of Use Without Construction Permit		X	\$	60.00	
State Surcharge is 3% of total fees (Min \$4.00)					\$4.00

**TOTAL**

**NFPA standards for fire suppression are found in 69A-60.005 of the Florida Administrative Code.**

Type of payment    Check     Check # \_\_\_\_\_    Visa     Mastercard     Discover

Card Number \_\_\_\_\_    Expiration Date: \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

**Make Checks Payable to the City of Gainesville if you are paying by check! Be sure to include two copies of the scaled or dimensioned floor plans and supplemental information as noted on the Occupancy Permit/Change of Use Without Construction Permit Checklist.**