

# E-Permitting How To

---

Example Permits you can apply for include:

## I. General

- A. Re-Roof
- B. Door replacement
- C. window replacement
- D. insulation
- E. Solar Panel
- F. siding
- G. demolitions
- H. soffits/fascia

## II. Electrical

- A. electrical repairs
  - B. Electric for well
  - C. electrical upgrades
  - D. security lights
  - E. relocate electrical service
  - F. security alarms
- ## IV. Mechanical
- G. A. heat & air change outs

## III. Plumbing

- A. Solar heater
- B. Plumbing repair (re-piping)
- C. Water heater replacement
- D. central water/sewer hookup

## V. Gas

- A. Addition of gas piping & appliances

**\*New construction, remodeling, and/or additions for commercial or residential projects are not eligible for E-permitting at this time, applications must be made in person.**

## Who Can Sign Up?

State licensed contractors who are currently registered with the Alachua County Building Department and have an Alachua County Certification number may sign up for E-Permitting.

## How Do I Sign Up?

### If you are currently registered with our Fax Permitting Program

All you need to provide us are the email addresses for yourself (the Qualifier) or any Authorized signers that have already been registered with the Building Department. Please fill out the form located here: <http://growth-management.alachuacounty.us/formsdocs/EpermitEmailRegistration.pdf>

Once completed, you must mail, fax it to 352-491-4510 or drop it off at the Building Department before you can create a Growth Management Online Account and apply for an E-Permit.

### If you are NOT currently registered with our Fax Permitting Program

Please fill out this form located here:

<http://growth-management.alachuacounty.us/formsdocs/EpermitRegistration.pdf>

Once completed, you must mail it to or drop it off at the Building Department before you can create a Growth Management Online Account and apply for an E-Permit. Faxes will not be accepted.

Our mailing address is: 10 SW 2<sup>nd</sup> Ave, Gainesville, FL. 32601.

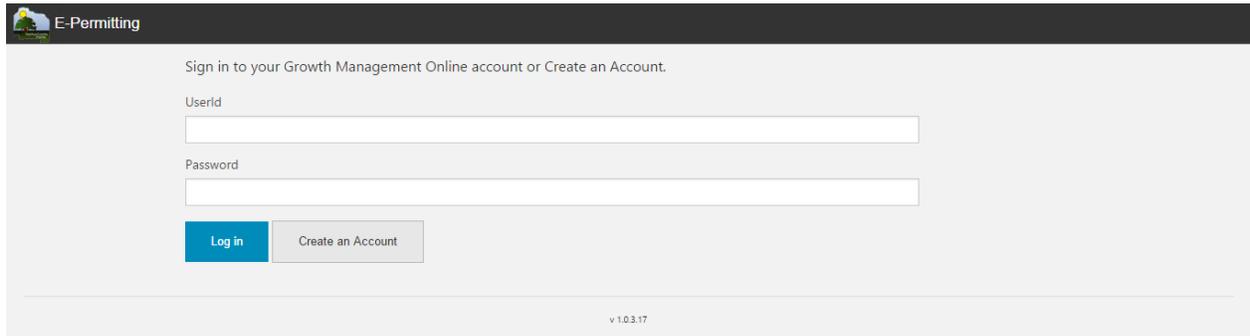
**You will receive an email with directions to create a Growth Management Online Account for E-Permits.**

## Sign Up for E-Permitting

After pre-registration you can sign-up for E-Permitting at this website:

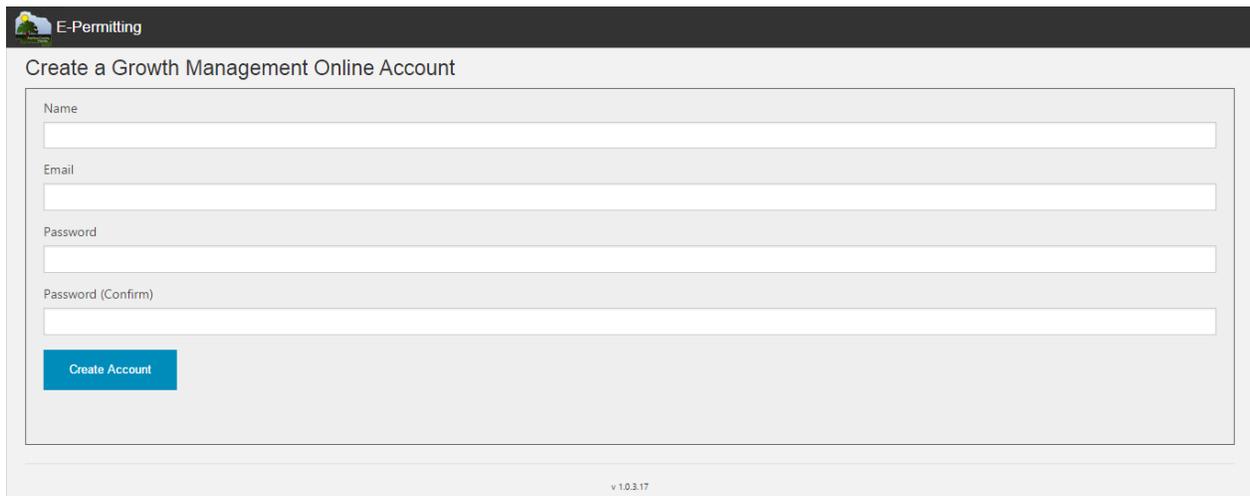
<http://growth-management.alachuacounty.us/permits>

From this page, you can sign up by clicking the **Create Account** button.



The screenshot shows the E-Permitting login page. At the top left is the 'E-Permitting' logo. The main heading is 'Sign in to your Growth Management Online account or Create an Account.' Below this are two input fields: 'Userid' and 'Password'. At the bottom of the form are two buttons: a blue 'Log in' button and a grey 'Create an Account' button. The version number 'v 1.0.3.17' is visible at the bottom center.

On the Create Account page shown below, the Contractor (qualifier) or Authorized Signer enters their name, email address and a password, and then clicks the **Create Account** button.



The screenshot shows the E-Permitting 'Create a Growth Management Online Account' page. The heading is 'Create a Growth Management Online Account'. Below this are four input fields: 'Name', 'Email', 'Password', and 'Password (Confirm)'. At the bottom of the form is a blue 'Create Account' button. The version number 'v 1.0.3.17' is visible at the bottom center.

An email will then be sent to you asking you to verify your account by clicking on a link. Once you click on the verification link, your account is created. Now you can login to the E-Permitting System.

## Applying for a Permit

To apply for a permit, you log into your account at this website:

<http://growth-management.alachuacounty.us/permits>

Once logged in, you can view all of the permits you've applied for under the **'Building Permits'** tab. If you click on the permit numbers in blue, you can see all of the details for that particular permit including

attached documents, pdf permit and inspection card. You can also upload more documents from this screen.

To begin a new permit, click on the blue **'Apply for a Building Permit'** button.

The screenshot shows the 'My Account' page. At the top, there is a navigation bar with 'E-Permitting' on the left and 'My Account' and 'Logout' on the right. Below the navigation bar, the user is logged in as 'David Cooper' with the email 'dacooper@alachuacounty.us'. The page title is 'My Account'. On the right side, there is a blue button labeled 'Apply for a Building Permit'. Below the title, there are two tabs: 'Building Permits' (selected) and 'Inspections'. The main content area displays a table titled 'Your Permits' with the following data:

Permit Number	Type	Status	Doing Business As	Job Description	Assigned To
2013050102	EL	APPLY	XYZ DEMO COMPANY INC	test wires	ANN MARIE LANGLEY
2013050101	EL	APPLY	XYZ DEMO COMPANY INC	wiring	BRENDA SHEFFIELD
2013050100	EL	ISSUED	XYZ DEMO COMPANY INC	Electric Fence	Not Assigned
2013050099	EL	APPLY	XYZ DEMO COMPANY INC	wires	JEFF JAMES
2013050098	EL	APPLY	XYZ DEMO COMPANY INC	Fix Electrical	VERA MONTGOMERY
2013050097	EL	ISSUED	XYZ DEMO COMPANY INC	Fix Wires	Not Assigned

At the bottom of the table, there are navigation arrows and a page indicator '1 - 6 of 6 items'.

On the first **'Apply for a Building Permit'** screen your company name(s) will appear in the drop-down list. Your company name(s) will not appear if you did not follow the Pre-Registration instructions.

To apply for a permit, you will select your company name from the drop-down menu and click the **Next** button.

The screenshot shows the 'Apply for a Building Permit' screen. At the top, there is a navigation bar with 'E-Permitting' on the left and 'My Account' and 'Logout' on the right. Below the navigation bar, the user is logged in as 'David Cooper' with the email 'dacooper@alachuacounty.us'. The page title is 'Apply for a Building Permit'. Below the title, there is a paragraph of text: 'You can only apply for these types of permits using this site: **Electrical, Mechanical, Mechanical Commercial, Plumbing Commercial, Remodel Residential, Roofing, Solar Panel or Tree Removal.** To apply for other permit types, please contact the building department at 374-5243.' Below this, there is another paragraph: 'If you are a Contractor please pre-register by submitting the [Permit Fast Application](#) before using this form...'. Below the paragraphs, there is a box containing the following text: 'To begin select your name/business name from the box below, then click next. If your name is not in the list or if you have any other questions, please call 352-374-5243.' Below this text, there is a dropdown menu with the selected name 'DAVID COOPER (Cert #12602)'. To the right of the dropdown menu, there is a blue button labeled 'Next'.

On the next screen, enter the house number or the parcel number of the permit location and then click the **Next** button.

E-Permitting My Account Logout

Welcome David Cooper (dacooper@alachuacounty.us) | Questions? Call 374-5243 | Fee Schedule

**Permit Summary**

Certificate:	#12602, XYZ DEMO COMPANY INC, 121212, ACTIVE
Applicant:	DAVID COOPER (352)111-1111

**Enter the House/Building Number of the permit location.**  
**Or, enter the Parcel Number formatted as #####-###-####, then click Next.**

Back Start OverNext

v 1.0.3.17

The permitting system will return a drop-down list of valid county addresses. Choose the correct address from the drop-down list and then click the **Next** button.

E-Permitting My Account Logout

Welcome David Cooper (dacooper@alachuacounty.us) | Questions? Call 374-5243 | Fee Schedule

**Permit Summary**

Certificate:	#12602, XYZ DEMO COMPANY INC, 121212, ACTIVE
Applicant:	DAVID COOPER (352)111-1111

**Select the Address of the permit location, then click Next.**  
*To change your address search parameters, click Back.*

Click here to select an address ▾

Click here to select an address  
12000 SE CR 2082  
12000 SW ARCHER RD

Back Start OverNext

v 1.0.3.17

On the next screen, select the building permit type from the drop-down list and click the **Next** button.

E-Permitting My Account Logout

Welcome David Cooper (dacooper@alachuacounty.us) | Questions? Call 374-5243 | Fee Schedule

**Permit Summary**

Certificate:	#12602. XYZ DEMO COMPANY INC. 121212. ACTIVE
Applicant:	DAVID COOPER (352)111-1111
Owner:	CHRISTIAN LIFE WORLD OF. ALACHUA COUNTY INC. 12005 SW 88TH AVE. GAINESVILLE. FL 32608-5763
Property:	04624-006-000
Address:	12000 SW 12000 SW
Jurisdiction:	ALACHUA

Select a Permit Type:   
 ELECTRICAL   
 MECHANICAL   
 MECHANICAL COMMERCIAL   
 PLUMBING COMMERCIAL   
 REMODEL RESIDENTIAL   
 ROOFING

When click Next.   
 If needed, contact the building department to submit a permit application.

Back Start Over Next

The screen that follows prompts you to enter information such as Job Description, Job Value, and the Utility Company. The data collected will vary based on the type of permit that you apply for. After entering the information, click the **Next** button.

Complete the permit information, then click Next.

Job Description   
 Rewire kitchen lighting.

Job Value   
 500

Utility Company   
 Gainesville Regional Utilities

Additional Info

Back Start Over Next

In the final step review the information that you submitted during the application process. From this page you can also upload documents such as PDF plans. You must then agree to the **Electronic Submission Statement** at the bottom of the page by clicking the checkbox at the beginning of the statement. Once this is completed, click the **Apply** button to complete the application process.

Review the Permit Summary above and upload any required file attachments below, then click Apply.

**File Attachments:**

No file chosen

**OWNER'S ELECTRONIC SUBMISSION STATEMENT:** Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct. I certify that this application for a building permit depicts a true representation of the construction to be completed, and that the owner will be notified of the NOTICE OF COMMENCEMENT requirements and the applicability of the lien law. I understand that no inspections will be provided until a signed copy of the permit is returned to the Building Department. This permit will become invalid after 180 days if the project is not started or inspections are not requested within this timeframe, there will also be no refund. I hereby authorize the Alachua County Building Department to charge the credit card I have on file with the Department for this building permit application.

An email is then automatically sent to you confirming receipt of the permit application and you are given a permit number that can be tracked in Permit Tracker.