



## “PERMIT FAST” FAX PROGRAM

The Alachua County Building Division has developed a fast track building permit application processing program for certain types of permits. These permits will be able to be obtained by fax machine with the use of an approved credit card. Permits that are normally issued “over the counter”, and that do not require plan review will qualify for the “Permit Fast” Fax Program. The permit types that will typically fall into this category may include the following:

### I. General

- A. reroof
- B. window replacement
- C. siding
- D. demolitions
- E. insulation
- F. soffits/fascia
- G. Door replacement

### II. Electrical

- A. electrical repairs
- B. electrical upgrades
- C. relocate electrical service
- D. temporary power pole
- E. security lights
- F. security alarms
- G. Electric for well

### III. Plumbing

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

### IV. Mechanical

- A. heat & air change outs

### V. Gas

- A. Addition of gas piping and appliances

In order to participate in the “Permit Fast” Fax Program a builder or contractor must first be pre-registered and approved with an accepted credit card account. The applicant, rather than coming in to the office to apply and pay for a permit, will fax in a “fax permit application” with credit card information. The application will be processed and the applicant will automatically be charged the required permit fee plus a fax charge (\$5.00 local call or \$10.00 long distance for return fax call) on the accepted credit card account for the permit being obtained.

The Building Division will then fax the applicant the building permit for signature, and the permit inspection card for posting on the job site. The applicant must sign the permit and fax or mail to the Building Division. **BEFORE ANY INSPECTIONS ARE MADE, THE SIGNED PERMIT MUST BE RECEIVED BY THE BUILDING DIVISION.** It is imperative that the signed permit be delivered to the Building Division for our records. Failure to provide the signed permits will disqualify the contractor from participating in the program.

## WHAT IS ALSO REQUIRED

All fax permit applications must be completely filled out and contain the following:

1. Tax parcel number and address of job site
2. Contractor and Owner full name
3. Description of work to be performed
4. Value of work (job cost)
5. Florida Product Approval number for door and window replacements
6. Name of power company for electrical permits
7. Certificate of ARI-Certified Performance for mechanical permits
8. Number of squares being installed for roofing permits



Alachua County  
 Department of Growth Management  
 10 SW 2<sup>nd</sup> Ave., Gainesville, FL 32601  
<http://growth-management.alachua.fl.us>

Submit Application to: Building Division

Fax. 352.491.4510  
 Tel. 352.374.5243

**“PERMIT FAST” FAX PROGRAM**  
**BUILDING PERMIT APPLICATION**  
 Fax to: (352)491-4510

(Please print or type the following:)

Job Location: \_\_\_\_\_ Value of Construction (job cost): \_\_\_\_\_ Date Applied: \_\_\_\_\_

Job Description: \_\_\_\_\_

Permit Type: \_\_\_\_\_ Tax Parcel #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**If applicable:** Power Company \_\_\_\_\_ Number of squares to be used for roofing permits \_\_\_\_\_

Owner Name: \_\_\_\_\_ Owner Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Contractor Address: \_\_\_\_\_

Contractor Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Contractor Fax: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ County Cert. #: \_\_\_\_\_

Credit Card Type:  VISA  MASTER CARD

Credit Card Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Exact Name as appears on Credit Card: \_\_\_\_\_

I certify this application shows a true representation of construction to be accomplished under this permit, and that the owner will be notified of the NOTICE OF COMMENCEMENT requirements and 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 Division. The permit under this application is invalid after 6 months if the project is not started or inspections not requested for which this permit was issued, and there will be no refund. I hereby authorize payment by the above referenced credit card for the building permit applied for in this application:

Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR BUILDING DIVISION USE ONLY**

Date Received: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Permit No. \_\_\_\_\_ Permit Fax Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



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 Department of Growth Management  
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**“PERMIT FAST” FAX PROGRAM  
 PROGRAM PRE-REGISTRATION AND CREDIT CARD INFORMATION**

(Please print or type the following:)

Qualifier Name: \_\_\_\_\_ Qualifier Driver's License: \_\_\_\_\_

County Contractor License No.: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Business Fax: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Credit Card Type: (  VISA   MASTER CARD Security code \_\_\_\_\_ (from back of card)

Credit Card Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Exact Name as appears on Credit Card: \_\_\_\_\_

Billing Address for Credit Card: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I do hereby authorize Alachua County to use this signature as verification for use of my credit card for transactions with the Alachua County Building Division.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

The Building Division will not process a permit application by fax until this form is completed properly and the ***original*** (not a fax) is on file. Elimination from the fast permit fax program will be automatic for failing to provide signed permits within the one week time frame to the Building Division. No inspections will be provided until a signed copy of the permit is received.

***This original pre-registration form must be mailed or hand delivered to our office. Fax copies of this form will not be accepted.***

\*\*\*\*\* Any changes to your credit card will require a new pre-registration form to be completed. \*\*\*\*\*

FOR BUILDING DIVISION USE ONLY

Date Received: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_