

Please remember that we all must do our part to remain healthy and limit community spread of the COVID-19 virus in these hectic times. The Gadsden County Building Department will be continuing to issue permits, however **our building is closed to the public at this time**. Permits will be issued differently.

The steps for pulling a permit are:

- ❖ If you **do not** have an email or have documents with raised or wet seals, you will have to drop the permit application off in our drop box outside. Once you leave please call us and let us know they were dropped off.
- ❖ If you **do** have an email please send everything you can through to one of our front office staff members. **(Emails listed below)**
- ❖ Once we process the permit we will determine how to go through with the payment process. **Please read through our payment process, this will be important.**
 - If you are paying **Cash**, it will have to be **EXACT** change. We are not able to make change. Please call us to let us know you will be paying cash and we will process the payment and get the permit ready for you before you drop off this payment in our drop box.
 - Once the permit and documents are in the drop box we will need you to **SIGN** the permit and set it to the side with payment. Please take all other paperwork. Once this is done you may leave. (There will be a copy of the permit amongst your paperwork).
 - If you are paying with a **Check** please call us to let us know the check number. Once this is done we can process the permit and get it ready to go in the drop box.
 - Once the permit and documents are in the drop box we will need you to **SIGN** the permit and set it to the side with payment. Please take all other paperwork. Once this is done you may leave. (There will be a copy of the permit amongst your paperwork).
 - At this moment we are taking few **Credit Cards**. We may take them over the phone, BUT we can only run the card twice if there becomes an error. **We would like to advise using the other two methods before using this method of payment.**
 - Once payment is taken we may email the documents to you. **Please sign and email back the Permit along with a signed copy of the MyFlorida credit card receipt.**

Staff Directory:

Front office:

Maria Hernandez (850)875-8665

mhernandez@gadsdencountyfl.gov

Paige Elliott (850)875-8665

pelliott@gadsdencountyfl.gov

Inspectors:

Paul Nitz (850)694-2524

pnitz@gadsdencountyfl.gov

Warren Ellis (850)508-6443

wellis@gadsdencountyfl.gov

Inspections line

inspections@gadsdencountyfl.gov

Building Official:

Al Smythe (850)875-8665

asmythe@gadsdencountyfl.gov

Please call us or email us if you have any questions. We will do our best to help as much as possible.

Thank you and stay safe.