



Change of Occupancy- Commercial Permit Guidelines

*** If no work is being done/ Applied for by Tenant/New Business**

This change of occupancy form is applicable only to existing spaces where no additional work is required or proposed. Any improvements proposed are subject to the current Florida Building and Fire Prevention Code and will require a licensed contractor to complete the permit. Not all proposed occupancies can be located adjacent to other occupancies without additional improvements

Make sure the Applicant has been to zoning first to verify that a Change of Occupancy is needed and that a plans examiner has initialed the office use only section of the application.

1. Change of Occupancy application
 - a. Applied for by Tenant
 - b. ***If work is being done*** – a contractor will need to apply for a Remodel with Change of Occupancy **online**
2. Four (4) legible copies of the floor plan indicating:
 - a. Dimensions of existing bathrooms to ensure ADA Compliance, as applicable.
 - b. Dimensions of all existing spaces and partitions (including but not limited to Offices, Hallways, etc.).
 - c. Location of existing sinks, drinking fountains, exit & emergency lights, fire extinguishers. Fire Extinguishers shall indicate the type (i.e.. A, ABC,BC, or K), and shall be re-certified (as required).
 - d. Location of all fixed in place items: shelves, counters, ½ walls, display units
 - e. Must indicate the *neighboring* business type, and business names, as applicable.
 - f. Must indicate the existing fire wall rating dividing units.
3. Four (4) copies of site plan showing handicap parking and accessible route. In the case of older buildings where the site plan may be unclear or not on file a clear aerial photograph is acceptable.
4. A ventilation schedule (prepared by a Mechanical Contractor or Engineer) could be required depending on the type of business (example: nail salons, assembly use “arcade, church, etc.”). This will be determined during the plan review process.



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Description:

- Business Name and Unit #(s).

Route to: OFFICE USE ONLY

Print DCD Routing Sheet: Building	Zoning	Electric	Mechanical
Plumbing	Planning (for parking)	Fire	

Processing: OFFICE USE ONLY

- Type: Change of Occupancy
- Subtype: Commercial

Inspections:

- Electrical Final (040) 0

Fees:

- | | |
|------------------------------|---------|
| • Building Processing Fee | \$19.50 |
| • Electric Miscellaneous Fee | \$60.00 |
| • Surcharge | NO |

Expiration:

- At issuance six (6) months

A CHANGE OF OCCUPANCY requires the applicant to pull a building permit, per FBC 2007, Chapter 1, Section 105. At that time, a plans examiner will determine if any work needs to be done to bring the space into compliance. If work is required, a design professional or licensed contractor will be needed to assist you in your application process. If plans that indicate that work will be conducted, a Remodel permit will be required. If the floor plan from the city clerk's office does not match what the tenant has in the unit a Remodel will be required.

Please Note: The plans must be prepared by the Applicant, please understand that our CSR's cannot prepare the plans for you. The items we are asking for, can be found on past building plans provided by the City Clerk's office, or through your landlord or owner.