



Change of Occupancy- Commercial Permit Guidelines

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

***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.**

- Change of Occupancy application.
- Four (4) legible copies of the floor plan indicating:
 - Dimensions of bathrooms, offices, hallways
 - Location of sinks, fountains, exit & emergency lights, fire extinguishers
 - Location of all fixed items: shelves, counters, ½ walls, display units
 - Must indicate the neighboring businesses / type
 - Must indicate the fire wall rating dividing units
- 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.
- A ventilation schedule (prepared by a mechanical contractor) 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.

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 \$26.00
- Electric Miscellaneous Fee \$80.00
- Surcharge NO



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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 will need 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.