



Change of Occupancy- Commercial Permit Guidelines

Who can apply: Tenant/New Business

The change of occupancy form is applicable only to existing spaces where **no additional work is required or proposed.**

A change of occupancy refers to a change in the intended use/occupancy or function of a building from the existing permitted occupancy type, where current building and fire codes may mandate higher standards for safety, accessibility, structural integrity, fire protection, means of egress, or ventilation compared to the existing conditions, as outlined in Chapter 10 of the Existing Florida Building Code (FBC-2023), the Florida Building Code (FBC-2023), the 2023 Accessibility Code, and the 2023 Florida Fire Prevention Code, 8th edition.

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. Please see Remodel Permit Guidelines.***
2. 4 copies of legible drawings (one copy if submitting digital plans). Drawings must provide the following information for review, inspections, and City public records:
 - a.) Building or unit square footage, including the existing floor plan as well as the proposed floor plan (existing partitions, walls, layout of the business, etc.). The latest accurate existing building floorplan must match the current existing building layout and conditions.
 - b.) Occupant load as per table 1004.5 FBC2023 and NFPA 101-7.3.1.2.
 - c.) Existing building construction type Chapter 6 FBC2023
 - d.) Occupancy classification Chapter 3 FBC2023 and NFPA 101-6.1.1.1
 - e.) Fire resistance rating requirement Chapter 6 FBC2023
 - f.) Required separation of occupancies and neighboring type of occupancy table 508.4FBC2023 and NFPA 101-Table 6.1.14.4.1(a).
 - g.) Is the building fully sprinkled **YES or NO?** Chapter 9 FBC2023 and NFPA 1- 13.
 - h.) Number of exits and locations of exit signs section 1006FBC2023 and NFPA 1-14.14.
 - i.) Location of Fire Extinguishers NFPA 1 – 13.6.1.2.
 - j.) Location(s) of emergency lights NFPA 14.13
 - k.) Indicate the locations of all electrical equipment such as receptacles, switches, light fixtures and the electrical panel.
3. Floor plans may be hand-drawn but must clearly represent both the existing and proposed uses of the building/unit. This will help expedite the application process.

4. Four (4) copies (one copy if submitting digital plans) of a dimensioned and accurately scaled site plan including the following:
 - North arrow indicated.
 - 11"x17" minimum size drawings.
 - Handicap parking and accessible routes.
 - For older buildings where the site plan may be unclear or unavailable, a clear aerial photograph is acceptable. Please ensure that handicap parking spaces and routes are clearly marked on any photographs, especially if the existing markings are faded or missing.
5. 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 2023, Chapter 1, Section 105 and NFPA 1-10.3.1. At that time, plans examiners 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 it is determined that work will be performed, required, or past unpermitted work has been performed, additional permits may 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.