



CITY OF CRESTVIEW

GROWTH MANAGEMENT DEPARTMENT

Building Permits & Inspections

P.O. Drawer 1209, Crestview, Florida 32536
Phone (850) 689-1618/1619 Fax (850) 689-4575

Change of Use Building Permit Requirements

CHANGE OF USE BUILDING PERMIT REQUIRED:

A Building Permit is required when a Change of Use or change in occupancy classification occurs (for example, a retail space changes into a restaurant or an office changes into a retail space). Review of plans allows the City to determine minimum building and life-safety requirements as well as Planning and Zoning compliance for the zoning use, onsite parking requirements and allowable signage.

ADDITIONAL PERMITS REQUIRED:

A additional Building Permit is also required for the remodeling or alteration of space within an existing building (including removing and/or installing non-bearing walls). Exterior changes to commercial buildings may also require City approval and permits. It is recommended to check directly with both the Building and Fire Departments for more information. New signs, awnings, marquees, canopies, etc. require a Building Permit.

APPLICABLE BUILDING CODES:

Florida Building Code, Existing Building (Current Edition)
National Electrical Code (Current Edition)

PERMIT FEES:

A processing fee of \$50.00 shall be accessed for a change of use permit. This does not include any Planning Review fees.

CHANGE OF USE APPLICATION:

A change of use permit with no alterations shall be applied for by the property owner, an agent, or the tenant. Specifically, the following is required:

1. Application
2. Lease Agreement (for tenant only)
3. Dimensioned floorplan

REVIEW, INSPECTION, AND CERTIFICATE OF OCCUPANCY:

Upon review of the application, the Building Official or Inspector will conduct an inspection of the building. If any portion of the building does not comply with the Florida Building Code, Existing Building, additional Building Permits may be required.

Buildings or portions of Buildings that are undergoing a Change of Occupancy classification shall not be occupied until a new Certificate of Occupancy is issued for the Change of Use.



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CHANGE OF USE PERMIT APPLICATION FOR BUSINESSES WHERE THE USE IS CHANGING AND NO WORK IS PROPOSED

PROPERTY INFORMATION

BUSINESS ADDRESS: _____

PARCEL I.D. #: _____ LOT: _____ BLOCK: _____

SUBDIVISION: _____

OWNER INFORMATION

OWNER OF PROPERTY: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ FAX: _____

MOBILE PHONE: _____

FEE SIMPLE TITLE HOLDER (IF OTHER THAN OWNER): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

BUSINESS INFORMATION

BUSINESS NAME: _____

BUSINESS OWNER NAME: _____

OWNER'S ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ FAX: _____

MOBILE PHONE: _____ EMAIL: _____

BUILDING INFORMATION

CONDITIONED SPACE SQUARE FOOTAGE _____

TOTAL SQUARE FOOTAGE: _____

APPLICANT'S SIGNATURE: _____ **DATE:** / ____ / ____

TO BE COMPLETED BY BUILDING DIVISION STAFF:

APPLICATION PROCESSED BY: _____ **DATE:** ____ / ____ / ____

REVIEWED BY: _____ **DATE:** ____ / ____ / ____

CURRENT CODE: _____

OCCUPANCY : _____

OCCUPANT LOAD _____

****ATTACH A LEGIBLE TO-SCALE FLOORPLAN LAYOUT OF THE BUILDING.****