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.
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: ___________________ FAX: _____________________
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.**