



**CITY OF NORTH PORT**  
**Neighborhood Development Services**  
**4970 City Hall Boulevard**  
**North Port, FL 34286**

Phone (941) 429-7044 Fax (941) 429-7180 Email: bldginfo@northportfl.gov Inspections (855) 941-4636

**SUBMITTAL CHECKLIST FOR A NEW OR REISSUED CHANGE OF OCCUPANCY/USE PERMIT**

- \_\_\_ Completed City of North Port “Permit Application”
- \_\_\_ **3** sets of plans showing the ***unit and the building*** with the businesses in the adjacent units labeled
- \_\_\_ Plan showing the parking for the proposed space
- \_\_\_ Completed “Change of Occupancy Questionnaire” on checklist

*Change of Occupancy/Use permits require reviews and approvals by multiple departments and disciplines.*

**Change of Occupancy Questionnaire**

1. Detailed description of business: \_\_\_\_\_  
\_\_\_\_\_
2. Construction type: \_\_\_\_\_
3. Proposed Occupancy Load (#): \_\_\_\_\_
4. Is the capacity of the building/space being increased?      Y / N
5. Is this currently a single-family residence or duplex?      Y / N


**I attest that the information provided is true and accurate to the best of my knowledge.**

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



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**CHANGE OF OCCUPANCY/USE GUIDELINES**


The State of Florida requires a new Certificate of Occupancy to be issued when an existing building changes its occupancy or use type. All Changes in Occupancy or Use types requires you complete a Building Permit Application and receive a Change of Occupancy Permit even if no alterations are being done. Following issuance of the Change of Occupancy Permit, Building and Fire Safety Inspections will be necessary prior to issuance of a New Certificate of Occupancy.

If there is a change in the occupancy classification or use, as defined in the Florida Building Code and the Florida Fire Prevention Code, the proposed building or space shall comply with all current Building and Fire Prevention Codes including accessibility provisions. This would depend on the proposed use of the building or space(s). If alterations are required, the necessary permits shall be required, inspections conducted, and a new Certificate of Occupancy will be issued. Prior to permit issuance an inspection and the following must be provided for the Building Official or Plans Examiners to review:

1. Completed permit application
2. A scaled floor plan showing correct dimensions and use of each room or space and location of exit door(s) and window(s).
3. An estimated calculated occupant load for that space(s)
4. Proof of ownership or lease agreement with all correct contact information
5. The following Building Occupancy or Use Classifications may also require signed and sealed drawings; A (Assembly) F (Factory) E (Educational) R (Residential) I (Institutional) H (High Hazard)

*Examples of changes of building occupancies or uses are:*

- *Professional offices B (business) to retail store M (mercantile)*
- *House R (residential) to daycare I (institutional)*



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The following items are typical, but not all-inclusive, requirements for a building undergoing a change of occupancy classification.

1. Planning and Zoning must confirm that your new proposed change for the building or space is approved for the type of business use.
2. A permit application must be completed along with design drawings showing current and proposed floor plan.
3. After the permit is issued, an inspection of the property by the City of North Port Building Department and the City of North Port Fire Rescue's Division of Fire Prevention must be requested by the owner or owners' representative. If the inspections reveal deficiencies or code violations, they must be corrected before the new Certificate of Occupancy will be issued.
4. An electrical, mechanical, or plumbing permit may be required to bring the proposed space up to code. Only a State of Florida licensed contractor may apply for such a permit.
5. Changes of Occupancy may result in handicapped accessibility requirements related to entrances, accessible route to altered areas, at least one accessible restroom for each sex, accessible drinking fountains, accessible parking and any other accessible requirements.
6. All fire and life safety requirements applicable to the occupancy classification have been satisfied.
7. Signs require a separate permit application.
8. Any remodeling or renovations require a separate permit application.
9. All violations/corrections shall be corrected prior to re-inspection and or issuance of Certificate of Occupancy.

The current edition of the following codes shall apply depending on the occupancy and/or use:

- Florida Building Codes (FBC);
- Florida Building Code Existing (FBC-E) Chapter 10
- Florida Fire Prevention Code (FFPC) and
- Unified Land Development Code (ULDC)
- Code of the City of North Port, Florida

**POLICY/PROCEDURE:** In granting a Change of Occupancy Permit, the following steps indicate the sequence of approvals before a new Certificate of Occupancy can be issued:

1. Land Use Verification
2. Planning and Zoning Ordinances
3. Change of Occupancy /Use Permit and documents
4. Fire Prevention Field Inspection(s)
5. Building Field Inspection(s)

**WHEN THE ABOVE IS COMPLETED AND APPROVED, THE BUILDING SPACE IS READY TO BE OCCUPIED BY THE NEW TENANT. NO OCCUPANCY MAY OCCUR UNTIL AFTER ALL THE INSPECTIONS HAVE BEEN COMPLETED AND THE BUILDING/SPACE IS IN COMPLIANCE.**

NOTIFIED: \_\_\_\_\_ / \_\_\_\_\_

FEES DUE: \$ \_\_\_\_\_



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Inspections: 855-941-4636

# CITY OF NORTH PORT

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www.northportfl.gov

## Permit Application

F.B.C. 7<sup>th</sup> Edition (2020)

<b>DEPARTMENT</b>	<b>Permit #:</b>
BUILDING _____ ZONING _____ FIRE _____ PUBLIC WORKS _____	
Related Permit (if applicable) # _____	<i>Office Use ONLY</i>

- Commercial**
                         
  **Residential**
                         
  **Fire (Alarm, Sprinkler etc.)**

JOB SITE ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DESCRIPTION OF WORK \_\_\_\_\_

TOTAL VALUE OF CONSTRUCTION \$ \_\_\_\_\_

PARCEL ID \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ ADDITION \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ OWNER'S PHONE \_\_\_\_\_

PROPERTY OWNER'S ADDRESS \_\_\_\_\_

CONTRACTOR'S COMPANY NAME \_\_\_\_\_

CONTRACTOR'S ADDRESS \_\_\_\_\_

QUALIFIER \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_ STATE LICENSE # \_\_\_\_\_

SQ FT OF LOT \_\_\_\_\_ SQ FT UNDER ROOF \_\_\_\_\_

- Central Water           
  Central Sewer           
  Well           
  Septic

**\*Subcontractor Forms Required if any of these trades will be doing work\*:**

- Electrical           
  Mechanical           
  Plumbing           
  Gas           
  Roofing           
  Other

DEV TECH \_\_\_\_\_ BLDG \_\_\_\_\_ ZONING \_\_\_\_\_ MECH \_\_\_\_\_ ELEC \_\_\_\_\_ PLBG \_\_\_\_\_ FIRE \_\_\_\_\_

PUBLIC WORKS \_\_\_\_\_ PLANNING \_\_\_\_\_ UTILITIES \_\_\_\_\_

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installations have commenced prior to the issuance of a permit and that all work will be performed in accordance with the standards of all laws and ordinances regulating construction in The City of North Port, Florida, whether specified herein or not. I understand that a separate permit must be secured to perform electrical, plumbing, sign, well, pool, furnace, boiler, heater, air conditioning, storage tank, demolition or any other types of work as specified by The City of North Port. I further certify that I have read and examined this application and know the same to be correct, that all work shall be in compliance with all applicable laws regulating construction and zoning, and that the building permit may be revoked in the case of a false statement or misrepresentation in the application and/or plans on which the permit was approved.

It shall also be agreed that the owner has been advised of and understands the applicability of the Construction Lien Law (FSS 713.135) and that impact fees shall be determined with the application for a building permit and shall be due before a Certificate of Occupancy can be issued. Permit fees shall be payable at issuance of a building permit.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT (NOC) MAY RESULT IN DUPLICATE PAYMENT FOR IMPROVEMENTS TO YOUR PROPERTY. AN NOC IS REQUIRED FOR JOBS \$2,500 OR MORE (\$10,000 FOR A/Cs), AND MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.**

The permit will expire **180 days** from the date it is issued if inspections have not commenced, or **180 days** from the last **approved** inspections. (FBC 105.3.2/105.4.1)

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

*PLEASE PROVIDE THE SARASOTA COUNTY PROPERTY APPRAISER'S SUMMARY SHEET WITH THIS APPLICATION*

**The party applying for the permit signs below.** (Only 1 notarized signature needed per application)

Owner's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_ Print Name: \_\_\_\_\_

**STATE OF FLORIDA, COUNTY OF SARASOTA**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by

\_\_\_\_\_ who is personally known to me  or who has produced

\_\_\_\_\_ as identification by means of  physical presence or  online notarization.

Notary Public Signature \_\_\_\_\_

SEAL