

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

Phone (941) 429-7044 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.



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Permit Application

F.B.C. 8th Edition (2023)

DEPARTMENT	Permit #:
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 # _____

REGISTERED DESIGN PROFESSIONAL _____

REGISTERED DESIGN PROFESSIONAL ADDRESS _____

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 this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, ect.

I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

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.

“WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT (NOC) MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.” (All work over \$5,000 or existing HVAC over \$15,000 requires a NOC)

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