

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

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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

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

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.