



**CITY OF
MOUNT
DORA**

**BUILDING & FIRE PREVENTION
CONSTRUCTION SERVICES**

Building & Fire Prevention Construction Services

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Change of Use/Occupancy Guidelines

BFP-143

Changing the occupancy or use of a structure or space will require the new use (to some degree) to conform to the current edition of the Florida Existing Building Code, for that new occupancy/use. Some of the major steps to make this change are as follows:

- Planning and Zoning must confirm that your new proposed change for the building or space is approved for the type of business use.
- A permit is required for changing the occupancy or use of a structure or space. A permit is required regardless of whether remodeling/construction is or is not intended to take place. The permit application normally needs to be filed by a licensed contractor (Owner/occupiers may apply for the permit if the property is used strictly for the owner's own use and the fair market value of the work does not exceed \$75,000.00).
- Plans will be required for all permit applications. In general, the plans will need to be of professional grade/quality, meet the minimum submission requirements of the current edition of the FBC (as applicable) and will need to be reviewed for code requirements by a FL registered architect or engineer (requires wet seal). It is possible that upgrades will need to take place to conform to these Code requirements.
- Signs require a separate permit application.
- Handicapped Parking (hard-surfaced), additional parking depending on use.
- An accessible route (parking to the building).
- Depending on the cost of work to be done and the occupancy/ use (as outlined in the current edition of the Florida Building Code - Accessibility), a handicapped accessible route throughout the building may be required. Vertical accessibility with-in the building may also be required (Multi-story buildings may require the installation of an elevator, limited use limited application elevator, platform lift, wheelchair lift or equivalent.).
- Automatic sprinkler systems, fire alarm systems and emergency exit lighting are required for some types of occupancies/uses.

- Fire Safety Inspections must be called in prior to calling for the Building Inspection. Building Inspections should be scheduled for the following day.
- If the floor is of frame construction, floor loading needs to be evaluated as to proper lbs/sq/ft of floor load for the new use (by a design professional).
- Minimum plumbing facilities (restrooms, “hi-lo” drinking fountain. Service sink etc...) for the new occupancy/use are required. (If restrooms are altered, reconfigured or required to be added, accessibility requirements may need to be met.)
- An electrical permit or a plumbing permit may be required to bring the electrical and/or plumbing up to code. These permits must be obtained by a, State of Florida, licensed contractor.
- Health Department approvals for septic systems or wells for public use may be required.
- Change of use of a building or tenant space may be subject to additional fees such as impact fees.

The above listed items are general in nature and are not intended to be all inclusive. The above listing contains some of the most common items that need to be addressed when changing the occupancy/ use of a building. In most cases, it is prudent to consult with a design professional and/ or a licensed contractor prior to the purchase or lease of a structure or unit when a change of occupancy/ use is anticipated.