

Guidelines for Change of Use or Residential to Commercial

- Ensure that the property is zoned for the proposed usage. Verify this from the Planning & Development Division.
- Apply for and obtain an approved site plan from the Planning & Development Division if required for site alterations.
- A Building Contractor will be required if the space is not occupied by the owner.
- Three (3) sets of plans will be required to show how the structure or space is to going to comply with the new use. Plans may required to be sealed by a State of Florida licensed Architect or Engineer if any structural work or fire rated assemblies are involved.
 - a. Plans submitted shall contain at a minimum a floor plan, all relevant code criteria, type of construction, whether the building is sprinklered or not, occupancy type previous and proposed, adjacent occupancy types and identify any fire rated separation walls.
- The proposed use must meet the change of occupancy provisions in the current Florida Building Code - Existing Building inclusive of all references therein.

Above are the basic requirements for obtaining a building permit for a change of use permit from one commercial usage to another commercial usage, and from a residential usage to a commercial usage.

We recommend that you schedule a pre-application meeting. It is free and you will have a chance to ask questions about your proposed project from a representative from all County departments involved in the permitting process.

Contact Planning & Development at 407-665-7432 to set up a pre-application meeting.

This is only a guide and may not be all-inclusive for your particular project.