





## **Change of Occupancy- Comm'l Permit Guidelines**

### **Expiration:**

- At issuance six (6) months

**A CHANGE OF OCCUPANCY requires the applicant to pull a building permit, per FBC 2007, Chapter 1, Section 105.** At that time, a plans examiner will determine if any work will need to be done to bring the space into compliance. If work is required, a design professional or licensed contractor will be needed to assist you in your application process. If plans that indicate that work will be conducted, a Remodel permit will be required. If the floor plan from the city clerk's office does not match what the tenant has in the unit a Remodel will be required.

**Please Note:** The plans must be prepared by the Applicant, please understand that our CSR's cannot prepare the plans for you. The items we are asking for, can be found on past building plans provided by the City Clerk's office, or through your landlord or owner.