



Building Department CHECKLIST FOR CHANGE OF USE AND OCCUPANCY

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number, pin, main building or shell permit number
- Site address
- Legal description
- Parcel ID
- Owner's information
- Current and proposed occupancy classification
- Current and proposed use
- Business name
- Notarized owner, or owner's representative signature
- **If construction work is taking place:** Complete and submit a commercial building permit applicable to the proposed use, a separate change of use and occupancy is not needed.

PLANS AND DOCUMENTS:

- ****If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing the owners name from the property appraiser's website must be submitted along with the HOB Affidavit.**
- If the listed owner is not an individual, the application must be signed by an authorized agent as listed on www.sunbiz.org.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.