



# CHANGE OF OCCUPANCY CHECKLIST

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Location: 435 N Macomb St.  
Tallahassee, Florida 32301

## Residential to Commercial Use or Change of Occupancy

The following steps indicate the required sequence of approvals for changes of occupancy:

- |  |          |  |          |
|--|----------|--|----------|
| <input type="checkbox"/> 1) Land Use Compliance Certificate    | 891-7100 | <input type="checkbox"/> 4) Environmental Permit (if applicable) | 891-7100 |
| <input type="checkbox"/> 2) Certificate of Concurrency         | 891-7100 | <input type="checkbox"/> 5) * <b>Building Permit (see below)</b> | 891-7050 |
| <input type="checkbox"/> 3) Site Plan Approval (if applicable) | 891-7100 |  |          |

***\*NOTE: All Changes of Occupancy require a building permit, even if no alterations will be done to the property or to the building for it to be a commercial use. It is the OWNER'S RESPONSIBILITY as part of owning a commercial property to remove architectural barriers. Removal of architectural barriers from buildings, or facilities shall comply with section 11-4.1.8 of the 2004 Florida Building Code, unless compliance would render the removal not readily achievable. The checklist below indicates building permit submittal requirements necessary to evaluate a change of occupancy:***

- 6. Completed commercial permit application, including project address, parcel number, owner, contractor, valuation of work, and description of work.
- 7. Notarized owners affidavit designating contractor as agent or disclosure statement as required by State law.
- 8. Two copies of floor plan. Provide scaled drawings; include the size and location of all interior and exit doors, label all rooms and spaces as to proposed use, indicate if house is on-grade, or off-grade construction. If structure is off-grade, provide certification from engineer or architect that the existing floor framing will support the minimum live loads for the intended use. This will require a signed and sealed letter or drawing.
- 9. Provide dimensions to calculate the sq ft per floor & the sq. ft of any rooms larger than 250 sq ft.
- 10. Provide information of the existing construction materials all the exterior walls, interior bearing walls & materials of the floor & roof.
- 11. If the existing structure is two stories or more, please contact a commercial plans examiner at 850-891-7050.
- 12. Two copies of scaled site plan, or as-built survey. Site plan shall include all existing and proposed parking areas, adjacent property uses, and dumpster location (or Sanitation Division approval for can service). Plans shall indicate the location of approved 12' wide handicap parking space and 5' passenger aisle (shall not exceed 1:50 slope in any direction), location and details for H/C parking sign and striping details, and H/C ramp if required. Accessible route from handicap aisle to main entrance to building (shall not exceed 1:20 slope, minimum 44" wide). If curb ramp is provided, curb ramp shall meet Chapter 11, 2004 Florida Building Code requirements.
- 13. If a H/C ramp is necessary (\*\* See note below) to gain access to the main entrance, provide details as follows:
  - a) Provide framing plan and notes with engineer's certification that the ramp is designed for a 60 psf live load. Ramp shall be a minimum 44" wide and have a maximum slope of 1:12.

- b) Provide details for handrails on each side of the handicap ramp, with 18” long extensions on the top and the bottom of the ramp. Handrails shall be 1 ½” in diameter and located 34” to 38” above ramp surface.
  - c) Provide a level landing, minimum 5’ x 5’ at the entry door, if the landing at the entry is higher than 30” above grade provide a guardrail at 42” high, minimum. Intermediate landings are necessary if ramp exceeds 30’ in length. A six foot landing is required at the bottom of ramp.
- 14. Provide stairway tread and riser info. Four steps or more shall have handrails on both sides, mounted at 34-38 inches above the stair nosing. Handrails shall be 1½” in diameter with a 12” extension at the top of stairs, and 12” + 1 tread width at bottom of stairs. 42” high guardrails are required when elevation changes exceed 30”.
  - 15. Mechanical plans (if “no mechanical work is proposed” add this note to floor plan).
  - 16. Electrical plans (if “no electrical work is proposed” add this note to floor plan).
  - 17. Plumbing plans (if “no plumbing work is proposed” add this note to floor plan).
  - 18. Fire Department approval.

**\*\*NOTE:** When renovating or altering a structure for commercial use, Florida law requires that up to 20% of the project cost be expended on alterations which improve H/C access to, and the usability of the area containing the primary function. The law provides a priority for making improvements, starting with an accessible route and entrance and internal improvements (including renovations to existing openings, renovations of existing restroom facilities, and drinking fountains) unless such improvements are disproportionate to the overall project cost. Disproportionate is defined as exceeding 20% of the project cost.

After reviewing this checklist, please feel free to contact a commercial plans examiner with any questions about the checklist, or about specific building/handicap code requirements. The Building Inspection Division phone number is 850-891-7050. **Please be advised**; it is recommended that you consult with an architect, engineer, or contractor prior to applying for a building permit to convert a residential structure to commercial occupancy. Discussing the project with a design professional or licensed contractor may reduce the time in attaining a building permit.