



Email: ePermits@hollywoodfl.org

Phone: 954.921.3335

Change of Use/Occupancy Checklist

WHEN DO I NEED A CHANGE OF USE/OCCUPANCY PERMIT?

You are required to obtain a Change of Use/Occupancy permit when The Division of Planning and Urban Design reviews a Zoning Use Certificate and determines that the use of a building or unit has changed. Change of Use permits, once approved, will also require a new certificate of occupancy for the space. Essentially that space is now certified for that use if the basic permit requirements are met. This change of use permit and certificate of occupancy will stay with the property for the life cycle of the parcel.

REQUIRED PERMIT APPLICATIONS & DOCUMENTS:

- Submit a completed [Broward County Uniform Permit Application \(Building Checked\)](#) for a " Change of Use" review. *If applicable*, submit a completed Broward County Uniform Permit Application for each additional trade that work is being performed for, such as: mechanical, electrical, plumbing.
- Submit the [Certificate of Use Application form](#).
- Submit the approval forms [Environmental protection](#) and [Transportation](#) from Broward County Environmental Protection and Growth Management Department (EPD); in addition to City approval, Broward County approval is also required prior to the issuance of any building permits, changes of use, or certificates of occupancy to ensure consistency with the Broward County Code of Ordinances.
- Submit a Life Safety Plan showing the construction type, fire rating of the walls and walls separating adjacent occupancies, occupancy type as per NFPA101(Ch.6), occupancy load as per NFPA101(Table 7.3.1.2), exits and travel distance, emergency lighting, exit signs, fire extinguishers, fire sprinklers, fire alarms and total number of exits and total discharge capacity of each exit.
- Submit a floor plan showing the existing and proposed conditions.
- Submit construction plans detailing scope of work signed, sealed and dated by a Design Professional for any proposed alterations (if applicable).

PLEASE NOTE: A permit is required when a change of use (occupancy) occurs. For example: when a retail space changes into a restaurant; or if an office changes into a retail space. Plan review from the Development Services Building Division must ensure that the minimum building and life-safety requirements are complied with.

NOTICE OF COMMENCEMENT

A recorded Notice of Commencement is required to be submitted prior to the first inspection, when the contract price is greater than \$2,500.00. Visit Broward County's website for more information:

<https://www.broward.org/RecordsTaxesTreasury/Records/Pages/NoticeofCommencement.aspx>

I certify to the best of my knowledge that all applicable documents have been submitted.

Print Name

Applicant Title/ Owner-Builder/Contractor

Date

Signature

Email Address

Each project is unique, so additional items may be required depending on the scope of work being performed. 1 | 2

Email: ePermits@hollywoodfl.org

Phone: 954.921.3335

Change of Use /Occupancy Requirements

You have been directed to the Building Division for Permitting services by the Division of Planning and Urban Design to obtain a Certificate of Occupancy based on your Zoning Use Certificate requirement for Change of Use.

In accordance with Florida State Statute, Building Code, National Fire Prevention Association, and the policies and procedures of the City of Hollywood, you are legally required to obtain a Change of Occupancy permit with the Building Services Division within *180 days* from the date of receipt of your Certificate of Use, prior to opening your business.

This guideline is intended to assist you through the application process, the documents that are required, and some of the key Florida Building Code sections that are applicable to your Certificate of Occupancy request.

There are two categories of Change of Use applications:

1) Change of Use where work is required:

- a) Owner initiated alterations of the existing space for the new proposed occupancy or;
- b) Building Code required alterations based on occupant load for the proposed occupancy.

2) Change of use where no work is required.

Both categories require the following submittal documents for review as follows:

1) A completed Building Permit Application.

2) A completed Fire Review Application.

3) An overall site plan (building key plan, if applicable).

4) A Life Safety Plan to include the following information as required:

- a) THE BUILDING CONSTRUCTION TYPE (FBC 602),
- b) FIRE RATING OF WALLS (FBC CH 7),
- c) FIRE RATING OF WALLS SEPARATING ADJACENT *OCCUPANCIES (FBC TABLE 508.4),
- d) OCCUPANCY TYPE (FBC CH3),
- e) OCCUPANT LOAD (FBC CH 10),
- f) EXITS AND TRAVEL DISTANCE,
- g) EMERGENCY LIGHTING,
- h) EXIT SIGNS,
- i) FIRE EXTINGUISHERS, sprinklers, reporting alarms, ETC.
- j) THE TOTAL NUMBER OF EXITS AND TOTAL EXIT DISCHARGE CAPACITY OF EACH EXIT.

5) A floor plan that shows the existing conditions and the proposed conditions. Any proposed alterations or modifications to the space must include an estimated job value (construction cost) on the Building Permit Application.

6) Mechanical, Electrical, and Plumbing work (if proposed) require separate Building Permit Applications with job valuation for each.

Plans for existing structures if available may be requested by a public records request, using the following link:

www.hollywoodfl.org in **Public Records Request**. Submit plans, applications, and any other supporting documents as a Change of Use application for review by Building, Fire, and other required disciplines as outlined above to ePermits@hollywoodfl.org.

Each project is unique, so additional items may be required depending on the scope of work being performed. 2 | 2