



Change of Use Guidelines

A Building 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 Building Department will ensure that the minimum building and life-safety requirements are complied with.

Once the Building Department determines that a change of use is required, the tenant must return to the Building Department and pick up their "Owner's Affidavit for Change of Use Permit". The bottom of this form will be filled out by the plan reviewer, showing the current and proposed occupancy. This must be signed and notarized by the owner/authorized agent of the property to signify that they are aware of and approving the proposed change of occupancy. This affidavit must be submitted with a permit application

Before submitting for the change of use permit, the tenant must get approval from the Environmental Protection and Growth Management Department (also known as DPEP). A drawing of the space must be submitted to DPEP with the following items:

- Name of tenant and address
- Layout of space with all dimensions and total square footage
- Life safety items (including emergency lights, exit signs, fire extinguishers, etc.)
- Name all rooms and their intended use. This includes bathrooms and closets
- Door swings
- Notes to include on drawings:
 - Fire extinguishers mounted at 48" AFF
 - Exit signs illuminated with battery back-up
 - All doors in means of egress shall be single-action release and require no special knowledge, keys, or tools from egress side

Once approved, the tenant will receive a "Broward County Environmental Review Approval Certificate" and a "Broward County Transportation Concurrency Satisfaction Certificate". The original approved copies must be submitted with the permit application. Samples of these pages are attached for reference.

Environmental Protection and Growth Management Department

One N. University Drive Suite 102A
Plantation, FL 33324
954-357-6666

For all change of use permits, 2 sets of drawings must be submitted to the Building Department for review. See above requirements for DPEP for these drawings. Certain proposed change of uses may have additional requirements. For example: For change of uses to assemblies (banquet halls, churches, etc.) and educational (K-12 ed.) signed and sealed architectural drawings are required. For additional requirements for plans, please contact the Building Department at 954-435-6502

CHANGE OF USE GUIDELINES IF **NO** WORK IS BEING DONE:

If there is a change of use with NO work occurring, then the permit can be pulled without a contractor. However, the normal process of an owner-builder permit must be followed. This includes the "Permit Application" and the "Property Owner Acting as Their Own Contractor" being signed by the owner or authorized agent in person in the Building Department. If the owner or authorized agent does not want to personally come into the Building Department to sign these forms, then they may fill out an "Owner's Affidavit for Tenant Improvement" form. This informs us that they are allowing the tenant to sign the "Permit Application and "Property Owner Acting as Their Own Contractor" as the owner. If this is used, then the tenant must sign these forms in person in the Building Department.

If **NO** work is being done, once the permit is approved and issued a final inspection is required in each of the following disciplines:

- Structural
- Mechanical
- Electrical
- Plumbing
- Fire

CHANGE OF USE GUIDELINES IF WORK IS BEING DONE:

If there is a change of use with work occurring, then the permit **MUST** have a contractor in the discipline in which the work is being done. Example: Ductwork must be added to a job site (this is the only construction occurring). When this occurs, 1 application is required for the change of use to cover all disciplines in which work is not occurring, and a separate application for each discipline in which work is occurring. The latter application must be signed by **both** the contractor and property owner/authorized agent.

If work is being done, once the permit is approved and issued a final inspection is required in each of the disciplines listed below, **plus** any other inspections required, if applicable:

- Structural
- Mechanical
- Electrical
- Plumbing
- Fire

PLEASE NOTE:

**If a permit was originally opened as a change of use with no work being done and after going to the space, an inspector determined that certain work is required, a new application must be submitted with a contractor for the work.

**There is a submittal fee due at the time of submittal for all permits.

**For additional information, please contact the Building Department at 954-435-6502