

Construction Services & Permitting Change of Use Checklist

*Does not include Food Service projects – See Food Service Checklist
March 2015*

Reference (FBC) Florida Building Code Ch. 3 – Section 302 USE and OCCUPANCY:
http://www2.iccsafe.org/states/florida_codes/

“Change of Use” without CONSTRUCTION Checklist:

- Scaled footprint of the entire building ~ Will you occupy the whole building? If not, then clearly define your business space within the overall building.
- Paper Size: 11” x 17” or larger
- Qty: 3 sets
- Plans may need to be signed and sealed by a design professional and shall be scaled and legible. If no construction, then the applicant can be the tenant, property owner, or applicant’s legal agent.
- Business name
- Use/Occupancy of new business space (per FBC Ch. 3 – Section 302): http://www2.iccsafe.org/states/florida_codes/
- Type of Construction of the existing building (per FBC Ch. 6): http://www2.iccsafe.org/states/florida_codes/
- # of stories of the building
- Square Footage:
 - of entire building, AND
 - provide separate square footage of tenant space
- Layout of (existing & proposed) tenant space ~ scaled footprint showing: wall partitions, doors, windows, stairs, railings, restrooms & fixtures, cabinetry, tables, chairs, desks, electrical & mechanical equipment, etc.
- Label the use of each room (i.e. office, lobby, bathroom, showroom, conference room, kitchen, etc.)
- Room dimensions
- Show all required fire exit doors; and exit lights to the exterior if applicable
- Who’s your neighbor?
 - Identify occupancies of immediate adjacent tenants (horizontal and vertical, if applicable)
- Show fire rating of tenant separation walls
- Fire Sprinkled or un-sprinkled (show sprinkler head locations if applicable)
- Fire Alarm or NO Fire Alarm (if alarmed ~ show locations of pull stations, strobes, and horns if applicable)

“Change of Use” with CONSTRUCTION Checklist:

Use checklist above ~ plus **add** items below to your floor plan. For applications with Construction – plans may need to be signed and sealed by a design professional depending on the scope of work.

- Show Existing **AND** proposed floor plan
- Wall section(s)
- Florida Accessibility Code requirements and information as applicable
- A Florida registered licensed contractor may be required to pull a permit

Additional Links/Information for New Businesses

- **TIF review** (Transportation Impact fees – To be assessed in accordance with Pinellas County Ordinance 85-43, as amended, except as additionally required in the Gateway Areawide Development of Regional Impact): http://www.stpete.org/development/construction_services/impact_fees.asp
- **Sewer Impact fees** – per MuniCode Sec. 27-250:
https://www.municode.com/library/#!/fl/st._petersburg/codes/code_of_ordinances
- **Business Tax Division** – Apply or Renew: http://www.stpete.org/billing/business_tax_division/index.asp
- **Tips** –
 - Don't sign a lease until you verify proposed property can be used for your specific use.
 - Determine if the proposed "Change of Use" requires upgrades to the property &/or structure prior to occupancy.
- **Property Card:** http://www.stpete.org/development/construction_services/view_property_cards.asp
- **Zoning Classification and Land-Use Research Tools:** http://www.stpete.org/development/Land_Development_Regs.asp
- **Building permit application:** http://www.stpete.org/development/applications_and_forms/docs/permit_application.pdf

Thank you for doing business in St. Petersburg! We value your business!

Notes: _____
