



CHANGE OF USE/OWNER
PERMIT APPLICATION

CITY OF WINTER SPRINGS
BUILDING AND PERMITTING
1126 E. SR 434
WINTER SPRINGS, FL. 32708
PHONE : 407-327-1800
FAX : 407-327-4784

Permit Number:

Parcel ID#:

City Of Winter Springs
Inspection Line
407-327-7596
Online Inspection Request
www.winterspringsfl.org

Owner's Name:

Phone:

Project Address:

Company Name:

Phone:

Mailing Address:

Phone:

Fax:

Type of Proposed Use:

Email:

Description of Request:

Are there any outstanding building permits?

X

Owner /Agent Signature

STATE OF FLORIDA, COUNTY OF SEMINOLE
The foregoing instrument was acknowledged
Before me this _____ day of _____
20____ By _____
who is personally known to me/or has produced
_____ as identification and who (did not) take an oath.

Notary _____
(seal)

X

Contractor Signature

STATE OF FLORIDA, COUNTY OF SEMINOLE
The foregoing instrument was acknowledged
Before me this _____ day of _____
20____ By _____
who is personally known to me/or has produced
_____ as identification and who (did not) take an oath.

Notary _____
(seal)

The applicant agrees to comply with the Municipal Ordinances and with the conditions of this permit; understands that the issuance of this permit creates no legal liability; express or implied, of the Department, municipality, Agency or Inspector; and certifies that all of the above information is accurate.

PERMIT EXPIRATION: Permit expires 180 days from date issued unless otherwise noted below or governed by law.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.



CITY OF WINTER SPRINGS

1126 East State Road 434
Winter Springs, FL 32708
Phone: 407-327-1800 Fax: 407-327-4784
www.winterspringsfl.org

GUIDELINES FOR CHANGE OF USE

- Ensure that the property is zoned for the proposed usage. Verify this from the Planning & Land Development Division.
- Apply for and obtain an approved site plan from the Planning & Land Development Division if required for site alterations.
- If construction is required to bring a structure or space into code compliance, an appropriately licensed contractor will be required if the space is not occupied by the owner and meets the exemption requirements of 489.103(7)(a) FS
- Three (3) sets of plans will be required to show how the structure or space is going to comply with the new use. Plans may required to be sealed by a State of Florida licensed Architect or Engineer if any structural work, fire rated assemblies or life safety issues are involved.
 - a. Plans submitted shall contain at a minimum a floor plan, all relevant code criteria, type of construction, whether the building has fire sprinklers or not, occupancy type previous and proposed, adjacent occupancy types, occupant load and egress capacities and identify any fire rated separation walls.
- The proposed use must meet the change of occupancy provisions in the current Florida Building Code - Existing Building inclusive of all references therein.

Above are the basic requirements for obtaining a building permit for a change of use permit from one commercial usage to another commercial usage, and from a residential usage to a commercial usage.

Please find attached a list of some of the minimum criteria the Florida Building Code requires for review of this type permit. This list is intended to be used as a guide and may not be all-inclusive for your particular project.

107.2.1 Information on construction documents.

Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official. (see also Section 107.3.5).

107.3.5 Minimum plan review criteria for buildings.

The examination of the documents by the building official shall include the following minimum criteria and documents: a floor plan; site plan (if applicable).

Commercial Buildings:

1. Site requirements (if applicable)
2. Occupancy group and special occupancy requirements shall be determined. (existing and proposed change)
3. Minimum type of construction shall be determined (see Table 503).
4. Fire-resistant construction requirements (tenant separation)
5. Fire suppression systems
6. Life safety systems shall be determined and shall include the following requirements:
 - Occupant load and egress capacities
7. Occupancy load/egress requirements shall include:
 - Occupancy load
 - Means of egress
 - Exit access
 - Exit
 - Exit discharge
 - Stairs construction/geometry and protection
 - Doors
 - Emergency lighting and exit signs
 - Specific occupancy requirements
 - Construction requirements
 - Horizontal exits/exit passageways
10. Accessibility requirements shall include the following:
 - Site requirements
 - Accessible route
 - Vertical accessibility
 - Toilet and bathing facilities
 - Drinking fountains
11. Interior requirements shall include the following:
 - Interior finishes (flame spread/smoke development)
 - Light and ventilation

Plumbing

- Minimum plumbing facilities