Guidelines for Change of Use or Residential to Commercial

➢ Ensure that the property is zoned for the proposed usage. The Planning and Development Division can verify the zoning for the property. Their contact information is **407-665-7371** or **plandesk@seminolecountyfl.gov**.

➢ Apply for and obtain an approved site plan from the Planning and Development Division if required for site alterations.

➢ A Building Contractor will be required.

➢ Plans will be required to show how the structure or space is going to comply with the new use.

➢ Plans may be required to be sealed by a State of Florida licensed Architect or Engineer if any structural work or fire-rated assemblies are involved.

  Plans submitted shall contain at a minimum: existing and proposed floor plans, all relevant code criteria, type of construction, whether the building is sprinkled or not, occupancy type previous and proposed, adjacent occupancy types, and identify any fire-rated separation walls.

  All Permit documentation will be required when submitting, including commercial application (with job values). Please note, that all permits are applied for through the Seminole County electronic plan review system (ePlan).

➢ 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 general guidelines for obtaining a building permit for a change of use permit from one commercial usage to another commercial usage or change from a residential usage to a commercial usage.

Note, that there may be additional requirements based on the proposed project. We recommend that you schedule a pre-application meeting with the Planning and Development Division. This meeting will include representatives from all the County departments involved in the permitting process and allow you to ask questions regarding your proposed project.

The Planning and Development Division can be reached at **407-665-7371** or **plandesk@seminolecountyfl.gov** to set up a pre-application meeting.

This is only a guide and may not be all-inclusive for your project.