



DIVISION OF BUILDING SAFETY

201 South Rosalind Avenue, 1st Floor

Reply To: Post Office Box 2687 • Orlando, Florida 32802-2687

407-836-5760 • Fax 407-836-5510

www.ocfl.net/building

ATTENTION ALL USE PERMIT APPLICANTS

A use permit is required for a change of tenant or owner of a commercial building or tenant space. A change of occupancy classification of a building or tenant space as defined by the Florida Building Code will require the building or space to comply with the current codes, including the Florida Accessibility Code.

The following steps need to take place in order to obtain a use permit:

1. Fill out a Business Tax Receipt (BTR) application completely, and send as a PDF attachment to Zoning@ocfl.net
2. Zoning staff will then review the BTR application (typically with 2-3 business days). If any additional information or documentation is needed, Zoning Staff will contact you.
3. Once approved, Zoning will email you notifying you of approval, and a link to register and Pay the \$12 fee (for zoning review).
4. If a home based business, once \$12 is paid, contact OC tax Collector to get BTR issued.
5. If a non-residential business, a Use Permit may be required. As part of Zoning staff review, a Use permit number is created, and emailed to customer as part of approval). After paying \$12, you must contact building safety at usepermits@ocfl.net or 407-836-5550 about obtaining a use permit. Once use permit is complete, contact OC tax Collector to get BTR issued.
6. Inspections will be conducted by the Orange County Division of Building Safety and Orange County Fire Rescue.
7. A Certificate of Occupancy will be issued when the inspections have been made and approved by both the Orange County Division of Building Safety and Orange County Fire Rescue Department.
8. One working day after inspection, please call the Records Section of the Division of Building Safety at 407-836-5768 to check on the status of the Certificate of Occupancy. Please refer to the building permit number located at the top right hand corner of your receipt.
9. **Please refer to the following page for a list of the most frequent causes of failed use inspections. For fees, please refer to:**

<http://orangecountyfl.net/portals/0/library/permitting-licensing/docs/feedirectory>

USE PERMIT INSPECTIONS

The following items are the most frequent causes of use permit inspection failures. This is only a partial list of items, which may be reviewed by the Building Inspector.

1. **LOCKS ON EXIT DOORS**
Locks, which require a key for operation on both sides (double cylinder deadbolt), and manually flush bolts or surface bolts are prohibited.
(Florida Building Code, Chapter 10, Section 1008)

2. **EXITS**
Equipment, fixtures, cabinets, boxes, etc. shall not obstruct path of travel to the exits.
(Florida Building Code, Chapter 10, Section 1001.3)

3. **STREET NUMBERS**
The correct street number shall be displayed on the front of the building, in Arabic numerals, not script. Minimum size is 6" high on a contrasting background.
(Florida Fire Prevention Code 10.12.1.2)

4. **FIRE EXTINGUISHERS**
The required number, size, and type of fire extinguishers shall be properly located. Fire extinguishers shall be fully charged with current inspection tags (NFPA 10). Consult the Office of Fire Marshall or a Florida State Licensed Fire Extinguisher Company for size, quantity and replacement requirements.

5. **CHANGE OF OCCUPANCY**
If there is a change in the occupancy classification, as defined by the Florida Building Code, the proposed space shall be made to comply with current codes, including the Florida Accessibility Code.
(Florida Building Code, Existing Building, Chapter 10)
(Florida Building Code, Accessibility)

EXAMPLE: A previous retail store (mercantile occupancy) proposed to be used as an office (business occupancy) shall conform to current codes. This may require additional permits to make modifications to space in order to comply with current code. Impact fees may be assessed based on the change of occupancy.

6. **EMERGENCY ILLUMINATION OF EXITS**
(Florida Building Code, Chapter 10, Section 1006)

NOTES: Someone must be at the location to let the inspector in on the day of the inspection.

One working day after inspection, please call the Records Section of the Division of Building Safety at 407-836-5768 after 3:00 p.m. to check the status of the Certificate of Occupancy. Please refer to the building permit number located at the top right hand corner of your receipt.

Please see our website www.ocfl.net/building for current code edition.



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APPLICATION FOR USE PERMIT

Permit Number: **B** _____

Project Address: _____ Suite/Unit: _____

City: _____ State: _____ Zip: _____ Lien: **NA**

What will the commercial space be used for: _____

What was the previous use of space: _____

Tenant/Occupant Name: _____ Email: _____

Telephone: (____) _____ Facsimile: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Name of Business: _____

Property Owner: _____ Email: _____

Telephone: (____) _____ Facsimile: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

I hereby make application for permit as outlined above, and if same is granted I agree to conform to all Division of Building Safety regulations and County Ordinances with the provision to utilize this building in **as is** condition. This permit does not grant permission to alter the structure in any way. The issuance of this permit does not grant permission to violate any applicable Orange County and/or State of Florida codes and/or ordinances. A finance hold will be placed on all Use Permits and the Certificate of Occupancy until all applicable fees are paid. For questions regarding finance holds and impact fees please call the Concurrency Management Office at 407-836-5691.

Printed name: _____ Date: _____

Signature: _____

BUILDING DIVISION USE ONLY

Permit Type: **B** Work Type: **30** Occupancy Type: _____ License Type: **HMO**

Tax I.D. #: Sec: _____ Twp: _____ Rng: _____ Sub: _____ B&L: _____ Zoning Class: _____

Work Category: **E** Construction Type: _____ Nature of Work: **Use Permit** Shell Permit #: _____

Occupancy Group: _____ Plan Format: **A or R** Total Square Footage: _____ C/O Required: **Y**

Special Considerations: _____

Date Issued: _____

By: _____ / _____
Reviewer / Permit Analyst

Customer will call for inspection: _____ Inspection scheduled for: _____ / _____ / _____ Customer Initials: _____
Initials Date

This building is a:

- House
- Office
- Strip Retail Center
- Warehouse Building
- Other: _____

Business Type:

- Assisted Living: _____
- Auto Sales: _____
- Auto Service: _____
- Church
- Daycare
- Hair and/or Nail Salon
- Professional Office: _____
- Restaurant
- School
- Store: _____
- Warehouse: _____
- Other: _____

FISCAL SECTION USE ONLY

Law Impact Fee: Rate\$ _____ X _____ sq. ft./1000 sq. ft. 01 _____

Rate\$ _____ X _____ units _____

Fire Impact Fee: Rate\$ _____ X _____ sq. ft./1000 sq. ft. 01 _____

Rate\$ _____ X _____ units _____

Road Impact Fee:

RETAIL ONLY: Rate\$ _____ X _____ sq. ft./1000 sq. ft. ____ _____

OR

ALL OTHERS: Rate\$ _____ X _____ sq. ft./1000 sq. ft. ____ _____

Rate\$ _____ X _____ units _____

Total Fees: \$ _____ Zone: _____ Consistent: Yes No

Fiscal Analyst: _____ Date: _____

Concurrency Approval: Yes No If yes, File #: _____

Initials: _____ Date: _____