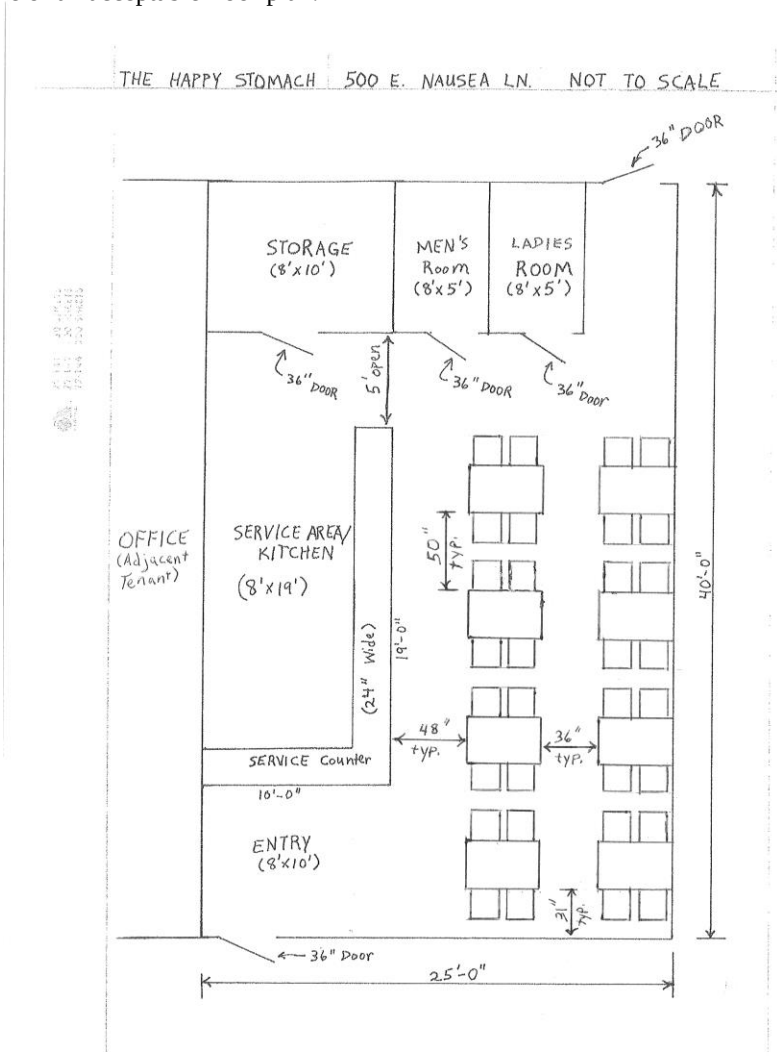
# Occupancy Permit / Change of Use Without Construction Permit Checklist

This checklist is being provided to assist you in preparing plans for submittal with your occupancy permit application or change of use without construction permit application in order to minimize any need for resubmittal. Please check your plans to insure the following:

- ☐ Plans shall be neatly drawn. (Please use a ruler or straightedge.)
- ☐ Plans shall be drawn to an approved scale or shall show the dimensions of all rooms or areas.
- ☐ Plans shall show the intended use of all rooms or areas.
- ☐ Plans shall show the location and size of all doors.
- ☐ Plans shall show the location and size of fixed furniture such as service counters, bars, DJ Booths, etc. Where dining is provided, the size and location of tables and chairs shall be shown on the plans. The distance between tables shall also be shown on the plans.
- ☐ For multiple tenant buildings, the plans shall identify the use of all adjacent tenant spaces. If rated fire walls are required for tenant or occupancy separations, documentation of fire wall ratings may be required from a licensed design professional.
- ☐ If the occupancy permit or change of use permit is for a food service occupancy, approval paperwork from GRU for any existing greasetrap fixture and all required paperwork from the State of Florida Department of Business and Professional Regulation, Division of Hotels and Restaurants, must be submitted with your permit application.
- ☐ For manufacturing facilities, provide a description of any manufacturing processes to be performed at the site starting with the raw products and ending with the finished product ready to ship. Include any byproducts or waste products that occur at intermediate steps. Provide a copy of the Material Safety Data Sheet (MSDS) for all chemicals used in the process.
- ☐ For Daycare facilities, provide a plot plan showing the building outline, parking (including cueing and drop-off spaces), and fenced outdoor play area. The floor plan shall include the size and location of all operable windows, as well as the location and type of all existing fire alarm devices. If a fire alarm system does not exist in the building, a licensed fire alarm contractor will be required to apply for a permit for the installation of the fire alarm system and submit three sets of fire alarm plans for review and approval prior to the issuance of the Change of Use or Occupancy Permit.

The diagram below shows an example of an acceptable floor plan.