



**CHANGE OF OCCUPANCY/USE.** A change in the use of a building or a portion of a building that results in any of the following:

1. A change of occupancy classification.
2. A change from one group to another group within an occupancy classification.
3. Any change in use within a group for which there is a change in application of the requirements of this code.

**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 the space in order to comply with current code. Impact fees may be assessed based on the change of occupancy and a Certificate of Occupancy will be required.

**REQUIRED DOCUMENTATION:**

- A completed [Broward County Uniform Permit Application](#), reflecting the total job value and square footage. Submittals must be signed and sealed by a Notary Public (if applicable). All sub permits must be submitted with the master permit; both master and sub permits can be submitted with the contractor as "To Be Determined".
  
- Applicants are required to complete online application forms to receive Development & Environmental Review approvals. Development & Environmental Review must be completed entirely online through Broward County's e-Permits System at [www.broward.org/ePermits](http://www.broward.org/ePermits).
  
- Provide signed and sealed drawings from design professional delineating the following:
  1. Existing and proposed use/occupancy
  2. Required fire rating/separation between occupancies
  3. Life safety plan, including occupant load and egress capacities
  4. Accessibility requirements per Florida Accessibility Code
  5. Type of construction
  
- [Notice of Commencement](#) (Recorded Copy or Electronic Copy) (State of Florida effective Jan 1, 1991) requires a notice of commencement in accordance with Section 713.13 of the Florida Statutes. A Notice of Commencement is required for the construction of, improvements to, alteration or repair of real property with a fair market value of \$5,000 or greater.