



City of Eustis Fire Department

100 West Norton Avenue • Eustis, Florida 32726 • (352) 357-6585

CHANGE OF OCCUPANCY/USE GUIDELINES

The State of Florida and the City of Eustis require a new Certificate of Occupancy to be issued when an existing building or suite changes its use or occupancy type.

Examples of Change of Occupancy or Use:

Print shop (business) to retail store (mercantile) / Home (Residential) to daycare (Educational)

Requirements:

- Complete a Building Permit Application, even if no alterations are taking place.
- Signed lease or owner consent letter.
- Parking lot site plan or sketch.
- Building floor plan or sketch, showing existing and proposed, preferably to scale.
- Life Safety plan to include, but not limited to:
 - Building construction type
 - Fire rating of walls
 - Fire rating of walls separating adjacent occupancies
 - Previous occupancy type and Proposed occupancy type
 - Occupant load
 - Exit locations and travel distance
 - Emergency lighting and exit signage
 - Fire extinguishers
 - Fire sprinkler, fire alarm information (Riser and FACP locations)

The following Building Occupancy or Use Classifications Require Signed and Sealed Drawings by a licensed design professional:

A (Assembly) F (Factory) E (Educational) R (Residential) I (Institutional) H (Hazardous)

Following issuance of the Change of Occupancy Permit, a Building and Fire Safety Inspection will be necessary prior to issuance of a New Certificate of Occupancy.

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