



CITY OF EUSTIS

CHANGE OF OCCUPANCY/USE GUIDELINES

The State of Florida and the City of Eustis require a new Certificate of Occupancy (CO) 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) or 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 (CO) Permit, a Building and Fire Safety Inspection will be necessary prior to issuance of a New Certificate of Occupancy.

For More Information:

Contact: Niki Everson - Sr. Fire Inspector
100 W. Norton Avenue
Eustis, FL 32726
Phone: 352-357-6585
Fax: 352-357-2349
Email: eversonn@eustis.org