



Life's Just Better Here

CHANGE OF USE & CHANGE OF OCCUPANCY CLASSIFICATION GUIDELINES
PER FLORIDA BUILDING CODE

As per the requirements of the Florida Building Code Section 111.1.1, a change of use/change of occupancy is required for all new businesses in Wilton Manors. A building permit is required whenever there is a change of use or change of occupancy. The Community Development Services Department will review submitted plans to ensure compliance with minimum building and life-safety requirements.

Simple Change of Use of Occupancy Guidelines

If the proposed space is planned to be occupied as-is, with no change in occupancy classification and no construction work being performed (e.g., restaurant to restaurant, doctor's office to doctor's office, office to office), the tenant may apply for a building permit by submitting a copy of the existing floor plan or sketch. The floor plan/sketch must indicate the locations of exit doors, exit signs, egress hallways, and existing restrooms. These are the minimum Code requirements; additional information might be required during the plan review process.

	Step 1	Submit building permit and drawings.
	Step 2	Permit review by Zoning, Fire and Structural disciplines.
	Step 3	Permit approval and issuance.
	Step 4	Final inspections by Fire and Structural disciplines.
	Step 5	Once all the inspections have been completed and approved, as required by the Florida Building Code, Section 111.1.1, a Certificate of Occupancy will be issued to the tenant, to be able to occupy the space.

A City Local Business Tax Receipt cannot be issued until the Certificate of Occupancy has been issued.

Complex Change of Use or Occupancy Guidelines

If modifications are being made to the existing space to accommodate a new business, building permits must be submitted by licensed contractors in the appropriate trade(s) corresponding to the scope of work.

	Step 1	Submit building permit(s) and required documentation.
	Step 2	Permit review by necessary disciplines.
	Step 3	Permit approval and issuance.
	Step 4	Start permit work or building alterations.
	Step 5	Final inspections by Fire, Structural and other disciplines, if required.
	Step 6	Once all the inspections have been completed and approved, as required by the Florida Building Code, Section 111.1.1, a Certificate of Occupancy will be issued to the contractor.

- In accordance with Florida Building Code Sections E301.3 and 107.3.4, signed and sealed drawings prepared by licensed design professionals are required. These drawings must detail all work to be performed, including structural, electrical, plumbing, and mechanical modifications necessary to accommodate the new business.
- Depending on the type of business, the tenant may be required to obtain approval from Broward County Environmental Protection. Upon approval, the tenant will receive a Broward County Environmental Review Approval Certificate and a Broward County Transportation Concurrency Satisfaction Certificate. Copies of both certificates must be submitted with the building permit application and supporting documentation for review.
- The following type of projects will require Broward County Development and Environmental Review.
 - All interior alterations to industrial buildings or warehouses if a building permit is required.
 - All interior alterations to commercial or office buildings where a change in use or seating capacity will occur or where the building has been vacant for six months or more if a building permit is required.
 - All foundations or slabs.
 - Final interior construction of existing shell buildings if a building permit is required.
- Please contact the Broward County Development and Environmental Review Department at (954) 519-1415 for any specific questions regarding their process.

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