



INSPECTION SERVICES

Change of Occupancy Classification

When a building goes through a change of occupancy classification a permit is required and the building must be inspected for compliance with the Florida Building Code, Existing Building, and a new Certificate of Occupancy issued. Some buildings may meet the requirements for accessibility, egress, and life safety, but some buildings will need to undergo an alteration to allow a change of occupancy. The change of occupancy will be reviewed and a list of requirements will be provided. If alterations are required, the necessary permits will be issued, and inspections will be conducted, and a new Certificate of Occupancy will be given. If it is determined that no alterations are needed, the change of occupancy permit will be issued and a final inspection may be scheduled, and a new certificate of occupancy given.

Prior to permit issuance and inspection, the following must be provided for the Building Official or Plans Examiners to review:

1. Permit Application filled out with current occupancy classification and proposed occupancy classification
2. Description of type of business.
3. A scaled floorplan showing correct dimensions and use of each room or space and location of exit doors.
4. A calculated occupant load in accordance with FBC, Table 1004.1.2.
5. Proof of ownership or lease agreement.

EVERYTHING THAT'S GREAT ABOUT FLORIDA IS BETTER IN PENSACOLA.

222 West Main Street Pensacola, FL 32502 / **T:** 850.436.5600 / **F:** 850.595.1464 / www.cityofpensacola.com

Change of Occupancy Classification Checklist

The following items are typical, but not all-inclusive, requirements for a building undergoing a change of occupancy classification. Items must meet the current edition of the Florida Building Code (FBC), Existing Buildings Chapter 10; Florida Fire Prevention Code (FFPC); and Title 12, Land Development Code (LDC) of the City of Pensacola Code of Ordinances.

1. Site

- Parking Spaces, including Accessible parking per City of Pensacola LDC, and Florida Building Code, Accessibility Chapter 5.
- Landscaping requirements per City of Pensacola LDC.
- Building Setbacks per City of Pensacola LDC and FBC, Building Chapter 5.
- Buffer yard requirements per City of Pensacola LDC.
- Zoning must be correct per City of Pensacola LDC.

2. Building, Life Safety, and Accessibility

- Accessible ramps and threshold at door(s) per Chapter 5, FBC Accessibility.
- Accessible route inside of building leading to all rooms and restroom. Per Chapter 4 FBC, Accessibility.
- Accessible restroom has a 60" turning radius per Chapter 6 FBC, Accessibility.
- 60" clear space at toilet to the edge of a sink per Chapter 6 FBC, Accessibility.
- Grab bars shall be in place per Chapter 6 FBC, Accessibility.
- Exit lights and emergency lights per Chapter 10 FBC, Building and the FFPC.
- Fire Extinguishers must be located per FBC, Building Chapter 9, and the FFPC.
- Fire Suppression may be required in some cases. FFPC, FBC, Existing Buildings.

3. Electrical

- Service must be sufficient for new Occupancy.
- Equipment and panelboards must be safe for use.
- Load calculations may be required for any new equipment or changes to the system.
- Ground fault protection for personnel NEC 210.8.

4. Plumbing

- Fixtures shall be in accordance with FBC, Plumbing Chapter 4.

5. Mechanical

- HVAC, exhaust systems, and ventilation systems must be in place and working per FBC, Mechanical.

6. Signage

- Signage will require a separate permit and review,

Additional items may be required depending on occupancy classification.