



Change of Use/ Occupancy Permit Checklist

Florida Building Code 8th Edition (2023)
Office of Building Services

- [Building Permit Application](#)
 - Required to be signed by the license holder or an authorized agent
 - All subcontractors are to be listed at time of issuance:
Electrical, Low Voltage, Mechanical, Plumbing, Concrete-Mason, Roofer, Framers, Gas, Irrigation
(if applicable)
- [Notice of Commencement](#)
 - A notice of commencement must be recorded and certified for permits with a job value over \$5,000. The property owner or an assigned member through articles of incorporation which can be found through sunbiz.org, must sign the NOC
- Zoning Clearance & Approved Site Plan
 - Approvals from the Office of Planning & Zoning are only valid for 18 months for submission to the building department [Planning & Zoning](#)
- Construction Plans
 - Construction plans are required to be signed and sealed by an architect or engineer.
 - Digitally signed & sealed construction plans will need to be submitted online through the permitting portal [Lake County OPRS](#)
 - If unable to obtain digitally signed/sealed plans, applicants must submit paper plans with the original wet/raised seal and signature in office. The applicant will be responsible for printing an approved set after permit issuance
- Floor Plan and Life Safety Plan, if not included on construction plans (with or without alterations)
- [Scope of Work - Commercial](#) (with alterations)
- Lease agreement if tenant occupied

(Separate permits may be required based on the scope of work and indicated through plan review)