



BUILDING PERMIT INFORMATION for COMMERCIAL REPAIRS, ALTERATIONS, CHANGE OF OCCUPANCY/ USE, ADDITIONS, AND RELOCATION OF EXISTING BUILDINGS

3/21/12

Please use the following information and attachments as a guide to assemble the application documents that are necessary to be submitted to this office to obtain the required building permits for commercial properties.

(Note: All plans and documents are required to be legible.)

- **Permits required:** Changing the occupancy or use of a structure or space (*Examples: conversion of a residence to a realty office, changing from an attorney's office to a dollar store, changing from a warehouse to a restaurant, changing from a dentist's office to a daycare, changing from a thrift store to a bottle club*) all require a building permit. A permit is required regardless of whether remodeling/ construction is taking place. Required plans (see plan section) will be reviewed for compliance with Chapter 9, Change of Occupancy requirements of the 2010 Florida Existing Building Code. It is possible that upgrades will need to take place to conform to these Code requirements (See page 3 for common "change of occupancy/ use" issues/ requirements).
 - Permitting information, applications, forms and checklists can be found @ <http://volusia.org/permitcenter/default.htm> (Permit Center Website). Questions concerning whether an activity requires a permit should be directed to the Permit Technicians at the following numbers:
*Daytona Beach...254-4680 *DeLand...736-5929 *New Smyrna Beach...423-3376
- **Construction Permits required:** Commercial construction such as adding a storage area, adding display area, reconfiguring floor area, adding dining area, adding a porch, adding a deck, adding a shed, installing a new roof, adding receptacles or lighting, upgrading an electrical service, changing out or reconfiguring air conditioning/heating, adding or replacing an exhaust system, adding or replacing a plumbing system, constructing or changing a sign all require a building permit.
 - Permitting information, applications, forms and checklists can be found @ <http://volusia.org/permitcenter/default.htm> (Permit Center Website). Questions concerning whether an activity requires a permit should be directed to the Permit Technicians at the following numbers:
*Daytona Beach...254-4680 *DeLand...736-5929 *New Smyrna Beach...423-3376
- **Permit application:** *An application for a building permit will need to be submitted to the Building Division. State Law allows owners to act as their own contractor on commercial properties if the property appears in their name, the property is used only for the owner's own use and occupancy and the fair market value of the work does not exceed \$75,000.00. If the property appears in someone else's name, is a rental/lease property or is not occupied by the owner, a contractor licensed to conduct business in the County of Volusia will need to apply for the permit and appropriate subcontractors will need to be named. Please see the "Volusia County Commercial Permit Application" for required details and information.*
 - Permitting information, applications, forms and checklists can be found @ <http://volusia.org/permitcenter/default.htm> (Permit Center Website). Questions concerning application requirements should be directed to the Permit Technicians at the following numbers:
*Daytona Beach...254-4680 *DeLand...736-5929 *New Smyrna Beach...423-3376
- **Surveys & plot plans:** An originally signed and sealed boundary survey and plot plans in triplicate showing changes to the building footprint or site will be required to be submitted with the building permit application for Land Development and/or Zoning approval. Plot plans in triplicate will also be required for applications not involving a change in footprint. These documents shall be legible. If the property is not located on a County maintained right of way, evidence of legal access will need to be provided. Please see the "Commercial Checklist" for submittal details.
 - Contact phone numbers for Zoning setbacks and allowed land use are as follows:
*Daytona Beach...254-4685 *DeLand...943-7059 *New Smyrna Beach...424-6815
Contact phone numbers for Land Development and site plan requirements are as follows:
*DeLand...736-5942
- **Plans/ blueprints:** Three duplicate sets of plans accurately depicting the existing conditions, proposed conditions or anticipated construction will be required to be submitted with the building permit application. Plans will be required for all permit applications. In general, the plans will need to be of professional grade/ quality, meet the minimum submission requirements of 107.3.5 2010 FBC (as applicable) and will need to be reviewed for code requirements by a FL registered architect or engineer (requires raised seal).
 - Questions concerning construction plan requirements should be directed to the Permit Technicians at the following numbers:
*Daytona Beach...254-4680 *DeLand... 736-5929 *New Smyrna Beach...423-3376

- **Energy forms:** If an addition or alteration includes modification or expansion of the heating/cooling system, energy compliance forms from the State of Florida are required to be completed. In most instances, the forms can be completed by the licensed air conditioning contractor. 3 copies of completed energy forms will be required to be submitted with the building permit application.
 - Questions concerning the energy form requirements should be directed to the Permit Technicians at the following numbers:
 *Daytona Beach...254-4680 *DeLand... 736-5929 *New Smyrna Beach...423-3376
- **Health Department:** Remodeling, expansion, or additions that involve more than 100 square feet of building area (habitable or non-habitable) or classifies as a change of use require septic system approval from the Volusia County Health Department. If your property is served by a septic system, a septic system waiver will need to be applied for and copy of receipt will be required to be submitted with the building permit application.
 - Contact phone numbers for the Volusia County Health Department are as follows:
 *Daytona Beach.....274-0694 *DeLand.....822-6250
 *New Smyrna Beach...424-2061 *Orange City...775-5289
- **Florida Existing Building Code:** Repair, alteration, change of occupancy, addition, and relocation of existing buildings are required to comply with the requirements found in 2007 Florida Building Code – Building and the 2007 Florida Existing Building Code.
 - The Code can be viewed @ <http://www.floridabuilding.org/bc/default.asp>.
- **Fire Protection Systems:** Automatic sprinkler systems, fire alarm systems and emergency exit lighting are required for some types of occupancies/ uses. These requirements are found in both the 2007 Florida Building Code and the Florida Fire Prevention Code. Sprinkler plans and alarm plans are reviewed by Fire Services.
 - The Florida Building Code can be viewed @ <http://www.floridabuilding.org/bc/default.asp>.
- **Special Flood Hazard Area:** If the property lies in flood zone “A” per the Flood Insurance Rate Maps (FIRM) and the additions or alterations to the existing structure constitute a substantial improvement (construction value is greater than 50% of the existing value of the structure), a preconstruction elevation certificate will be required. This certificate (FEMA form only) is to be submitted with the building permit application to verify that the lowest floor is at the proper elevation. Detached structures for habitable space, workshops, garages and storage structures greater than 400 square feet need to comply with floor level requirements as well. Please see the “Flood Zone Information and Requirements” document.
 - Permitting information, applications, forms and checklists can be found @ <http://volusia.org/permitcenter/default.htm> (Permit Center Website). Questions concerning flood zone requirements should be directed to the Permit Technicians at the following numbers:
 *Daytona Beach...254-4680 *DeLand... 736-5929 *New Smyrna Beach...423-3376
- **Coastal Construction Control Line:** Projects that lie seaward of the Coastal Construction Control Line are required to comply with Section 3109 of the 2010 Florida Building Code. The Code can be viewed @ <http://www.floridabuilding.org/bc/default.asp>. These projects also require a permit from the State of Florida, Department of Environmental Protection (DEP). Questions concerning State requirements should be directed to the Bureau Engineer at the following number:
 - *Bureau of Beaches & Coastal Systems, Tallahassee, FL...(850) 487-4475
- **Wetlands:** If the property contains wetlands (areas that are saturated by water at a frequency and duration sufficient to support a prevalence of vegetation typically adapted for life in saturated soils), a wetland site plan and site review will be required.
 - Questions concerning wetland requirements should be directed to Environmental Management at the following numbers:
 *Daytona Beach...254-4612 *DeLand... 736-5927 *New Smyrna Beach...423-3303

The above information and attachments provided are intended for general use only and are not entirely inclusive. Upon successful submission, plans and documents will be reviewed for compliance with applicable Laws, Codes and Ordinances. The contractor of record will be notified of any deficiencies noted during the permit and plan review process.

Common “Change of Occupancy/ Use” Issues

Changing the occupancy or use of a structure or space (Examples: conversion of a residence to a realty office, changing from an attorney's office to a dollar store, changing from a warehouse to a restaurant, changing from a dentist's office to a daycare) will require the new use (to some degree) to conform to the 2007 Florida Existing Building Code, for that new occupancy/ use. Some of the major issues are as follows:

- Handicapped Parking (hard-surfaced).
- An accessible route (parking to the building).
- Depending on the cost of work to be done and the occupancy/ use (as outlined in chapter 11 of the FBC-B), a handicapped accessible route throughout the building may be required. Vertical accessibility with-in the building may also be required (Multi-story buildings may require the installation of an elevator, limited use limited application elevator, platform lift, wheelchair lift or equivalent.).
- Automatic sprinkler systems, fire alarm systems and emergency exit lighting are required for some types of occupancies/ uses.
- If the floor is of frame construction, floor loading needs to be evaluated as to proper lbs/sq/ft of floor load for the new use (by a design professional).
- Minimum plumbing facilities (restrooms, “hi-lo” drinking fountain. Service sink etc...) for the new occupancy/ use are required. (If restrooms are altered, reconfigured or required to be added, accessibility requirements may need to be met.)
- Floor level may be an issue if the building is located in Special Flood Hazard Area per current Flood Insurance Rate Maps.).
- Replacement of windows and doors will require the new components to meet the wind-loading (120mph 3-sec gust) of the 2010 Florida Building Code (may include shutter requirements).
- Upgrades which may be triggered by 2010 Florida Existing Building Code requirements.
- Plans will be required for all permit applications. In general, the plans will need to be of professional grade/ quality, meet the minimum submission requirements of 106.3.5 2007 FBC (as applicable) and will need to be reviewed for code requirements by a FL registered architect or engineer (requires raised seal).
- The permit application normally needs to be filed by a licensed contractor (Owner/ occupiers may apply for the permit if the property is used strictly for the owner's own use and the fair market value of the work does not exceed \$75,000.00).
- Health Department approvals for septic systems or wells for public use may be required.

The above listed items are general in nature and are not intended to be all inclusive. The above listing contains some of the most common items that need to be addressed when changing the occupancy/ use of a building. In most cases, it is prudent to consult with a design professional and/ or a licensed contractor prior to the purchase or lease of a structure or unit when a change of occupancy/ use is anticipated.