



HERNANDO COUNTY BUILDING DIVISION

OCCUPANCY PERMIT INSTRUCTIONS/GUIDELINES

Why do I need an Occupancy Permit?

An Occupancy Permit provides you the opportunity to meet with county inspectors to ensure that your space meets zoning, building, and fire code requirements for your specific business. The Certificate of Occupancy authorizes use of the building.

When is an Occupancy Permit Required?

An Occupancy Permit is required when a business moves into a new or existing location or for the expansion of an existing business. The Certificate of Occupancy Permit grants occupancy for the business.

Do I need an Occupancy Permit if I am planning to remodel the space?

Yes. The Occupancy Permit is separate from the remodel permit.

If my building is currently under construction , do I still need an Occupancy Permit?

Yes. The Certificate of Occupancy permit is separate from the construction permit.

How do I apply for an Occupancy Permit?

Submit the following to the Hernando County Building Division:

- Completed the Occupancy Permit Application with \$264.53 application fee (includes Building and Zoning fee).
- Site Plan
*Site plan must show parking spaces. Site plans can be hand drawn or may be a printout of the aerial from the Hernando County property Appraiser's website (if legible).
- Address Verification Receipt
*Address verification receipt is obtained from the Hernando County Addressing Department. You may visit their office at 7525 Forest Oaks Blvd., Spring Hill; or fax the attached form along with a floor plan to 352-688-5060.
- Floor Plan
*Floor plan can be hand drawn and can be given to the inspector(s) at the time of inspection. Floor plan should show the layout of the space and include dimensions if possible.
- Copy of other agency approvals, if required
(Example: Department of Agriculture, Division of Hotels & Restaurants, etc.)

*Note: If there is an active building permit associated with this application, site plan, address verification receipt or floor plan may not be required.

What is the process?

- Submit application to the Building Division.
- Compliance with land use regulations verified by the Zoning Department.
- Site inspection is performed by a building department inspector and fire protection plans examiner to verify minimum requirements for the proposed business.
- When all requirements (per the inspection) have been completed, a Certificate of Occupancy will be issued.

OCCUPANCY PERMIT
INSTRUCTIONS/GUIDELINES (cont'd)

Do I have to be present for the inspection?

Yes, the applicant needs to be present during the inspection. The applicant will be given a copy of the inspection results and will be advised what is required for occupancy.

When can I open my business?

You can open your business as soon as you receive a Certificate of Occupancy from the Building Division. You will be advised during the inspection of any additional steps required to obtain occupancy so you can open your business. You may be asked to submit additional information, or some minor improvements may need to be made to bring the space into compliance. Any major improvements that are needed or planned by you will require a separate remodel permit.

What if my business name changes?

If you are an existing business owner changing only the name of your business, not the location or type of business, a revised Certificate of Occupancy will be required.

How do I apply for a name change?

Submit the following to the Hernando County Building Division:

- Submit a Business Name/Owner Change application
- Submit a revised address receipt.
- Pay a fee of \$63.28.
- When all requirements have been completed, a revised Certificate of Occupancy will be issued. Revised Occupancy can be processed by the permitting staff at the time of submittal.

Please complete a separate application for each address. Return application with fee to:
 Hernando County Building Division
 789 Providence Blvd.
 Brooksville, FL 34601
 www.hernandocounty.us/bldg
 Phone: 352-754-4050
 Fax: 352-754-4416

**HERNANDO COUNTY
 BUILDING DIVISION**



**OCCUPANCY PERMIT
 APPLICATION**

| | | | |
|---|--|--|--|
| Business Name | | | |
| | | | |
| Business Location *Note Address Verification Receipt Required from Property Appraiser's Office | | | |
| Address: | | City: | State: Zip: |
| Proposed Use (If storage complete storage questionnaire) | | Current Use (or previous use if vacant) | |
| | | | |
| Are you applying for a license from a State Agency? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, License Type: _____ | | | |
| Will you be storing hazardous materials? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, contact the Building Division for information. | | | |
| Is the Building Sprinklered? <input type="checkbox"/> No Yes | | Is there a kitchen hood with suppression? <input type="checkbox"/> No <input type="checkbox"/> Yes | |
| Portion of Building to be Occupied | | Sq. Ft. (Approximate) | Is space vacant now? |
| | | | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| Is there an active building permit associated with this occupancy application? <input type="checkbox"/> No <input type="checkbox"/> Yes; Permit #: _____ | | | |
| *Note: If there is an active building permit associated with this application, the site plan, address verification receipt or floor plan may not be required. | | | |
| Have there been any changes since original occupancy permit was issued? No Yes New Building | | | |
| If yes, list changes: _____ | | | |
| | | | |
| Owner Info | | | |
| Name: | | | |
| Address: | | City: | State: Zip: |
| Phone: | | Email: | |
| Contact Person | | | |
| Name: | | | |
| Address: | | City: | State: Zip: |
| Phone: | | Email: | |

Email Certificate To (check one): Contact Person Owner Other Email: _____

Who will meet the inspector(s) at the property? (check one): Contact Person Owner Other: _____

The undersigned hereby attests to the above information as accurately describing the premises and proposed occupancy to the best of his/her knowledge and that he/she has the permission of the owner(s) or agent to make this application and allow all necessary inspections of the premises. Any falsification or misinformation may result in enforcement of penalties prescribed in the Hernando County Code of Ordinances. The undersigned understands that completion of this form does not allow occupancy of the premises.

_____ _____ _____/_____/_____
 Print Applicant Name Signature of Applicant Date

APPLICATION REVIEW: OFFICE USE ONLY

| <u>ZONING</u> | | INSPECTION SCHEDULE |
|---|--|--|
| Zoning Classification: | Proposed Use Permitted in Zoning District? <input type="checkbox"/> No <input type="checkbox"/> Yes | No Inspections Required Name Change Only For Inspection Information, please contact: Building: 352-754-4050, Ext. 29155 Fire: 352-754-5829 |
| Change of Use? <input type="checkbox"/> No <input type="checkbox"/> Yes | Zoning Approval: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Other | |
| Comments: | | |
| Zoning Tech: _____ Date: _____ Ext: _____ | | |
| <u>BUILDING</u> | | |
| Building Code Use Type: | | |
| Change of Use? <input type="checkbox"/> No <input type="checkbox"/> Yes | Building Approval: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Other | |
| Comments: | | |
| Inspector: _____ Date: _____ Ext: _____ | | |
| <u>FIRE</u> | | |
| Fire Code Use Type: | | |
| Change of Use? <input type="checkbox"/> No <input type="checkbox"/> Yes | Fire Approval: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Other | |
| Comments: | | |
| Inspector: _____ Date: _____ Ext: _____ | | |

**HERNANDO COUNTY ADDRESSING OFFICE
ADDRESS REQUEST FORM**



"To Serve & Assess With Fairness"

| |
|--|
| Date: _____ |
| Party Making Request: _____ Contact Person: _____ |
| Party's Mailing Address: _____ |
| Telephone #: _____ Fax #: _____ |
| Please state how you would like to obtain the receipt for this address (choose <u>only</u> one): ____ Fax ____ Mail ____ Pick-up or ____ E-Mail (give address): _____ |
| ** Please Note: We will send you the receipt by fax, mail or e-mail once we have received your payment. There is a \$20.00 fee per address to establish a new address. Make checks payable to the <u>Hernando County Property Appraiser</u> . |
| **Note**: If the address(es) is for a corner lot, an acreage parcel, or multiple parcels, please provide a copy of the site plan for review and note that the <u>addresses are subject to change</u> at a later date. A floor plan (maximum size of 11x17) <u>AND</u> a site plan <u>MUST</u> be provided for Commercial addresses. Floor plan must show business name or address on either side of unit(s) being permitted. When applying for a multi-unit, you must identify on the site plan the <u>entry door</u> to be used. |
| Parcel Number: R _____ - _____ - _____ - _____ - _____ - _____ |
| Key Number: _____ Tangible Key Number (if in mobile home park): _____ |
| Subdivision Name: _____ |
| Unit/Phase/Sec: _____ Block: _____ Lot: _____ (If acreage parcel, may not have this information) |
| How many addresses requested? ____ Single ____ Multiple Type of address requested? ____ Residential ____ Commercial ____ Other If residential, is this a <u>replacement</u> living unit? ____ Yes ____ No |
| Please list type of permit being applied for - _____ |
| Name of business to occupy unit(s) being permitted- _____ |
| Please allow three (3) business days for your request to be completed. If you have any questions regarding this matter, please feel free to contact the Addressing Office at (352) 754-4190. |
| Hernando County Property Appraiser Addressing Office 7525 Forest Oaks Blvd. Spring Hill, FL 34606 Phone (352) 754-4190, & Fax (352) 688-5060 |
| Visit our website @: www.hernandocounty.us/pa |
| Rev. 01/08/2013 |