



# CHANGE OF USE

## WHAT YOU NEED TO KNOW



## CHANGE OF USE OR OCCUPANCY

Changing the use or occupancy of a building involves many considerations. Before you consider purchasing, renting or leasing a site for your business, please visit City Hall to talk with staff. They can help you find out if the proposed use is allowed at the chosen location, tell you about any additional building or zoning requirements and provide any additional information that would apply to the property. They can also put you in contact with the Fire Department for information on applicable fire codes.

- The zoning code spells out the allowed uses for a particular property, the intensity of the use and the impact on surrounding properties.
- Building code, use and occupancy classifications address the protection of the people, integrity of the building and accessibility requirements.
- Fire code pertains to the Life Safety of the occupants as well as the protection of the building.

A change of use or occupancy requires a permit. A permit is required to document a change of use or occupancy classification of a building, even where no alterations are planned or required by the code. If the change of use or occupancy involves any remodeling, all new work must meet current Florida Building Codes.



**Planning & Zoning**  
**863.834.6011**



**Building Inspection Division**  
**863.834.6012**



**Fire Department**  
**863.834.8201**



**Development Review**  
**863.834.6011**

## CHANGE OF USE PROCEDURE

### GATHER IDEAS ON A FEW LOCATIONS

Speak to City staff members to discuss proposed location(s)

Speak to a Planner

Speak to the Building Department

Speak to the Fire Department

### APPLY FOR DRT (IF NECESSARY)

Concept Plan Review

Reviewed by nine departments within the City of Lakeland to determine whether Site Plan Review is required

### APPLY FOR BUILDING PERMITS IF NECESSARY (CHANGE OF USE)

Building and Fire Department

If a Change of Use is required you will need to apply for a building permit and follow all applicable guidelines

