



**DIVISION OF BUILDING SAFETY  
ROBERT C. OLIN, MANAGER**

201 S. Rosalind Avenue, 1<sup>st</sup> Floor · Reply To: P.O. Box 2687 · Orlando, FL 32802-2687  
407-836-5550 · Fax 407-836-5510  
www.ocfl.net/building

## ATTENTION ALL USE PERMIT APPLICANTS

A use permit is required for a change of tenant or owner of a commercial building or tenant space. A change of occupancy classification of a building or tenant space as defined by the Florida Building Code will require the building or space to comply with the current codes including the Florida Accessibility Code.

The following steps need to take place in order to obtain a use permit:

1. When applying for a use permit, you must apply first at the Orange County Business Tax Department located on the 2nd Floor, 201 S. Rosalind Avenue, Orlando, FL.
2. After your application is processed, please proceed to the Orange County Zoning Division for approval of the type of business use. The Zoning Division is located on the 1st Floor, 201 S. Rosalind Avenue, Orlando, FL. Please sign in first on a computer located at the front desk.
3. Please proceed across the hall to the Orange County Division of Building Safety. The processing application fee for a "Use Permit" from the Division of Building Safety is \$26.00 (At this time you will be required to show your Zoning approval or Local Business Tax Receipt).
4. Inspections will be conducted by the Orange County Division of Building Safety and Orange County Fire Rescue.
5. A Certificate of Occupancy will be issued when the inspections have been made and approved by both the Orange County Division of Building Safety and Orange County Fire Rescue Department.
6. One working day after inspection, please call the Records Section of the Division of Building Safety at 407-836-5768 to check on the status of the Certificate of Occupancy. Please refer to the building permit number located at the top right hand corner of your receipt.
7. **Please refer to the reverse side of this sheet for a list of the most frequent causes of failed use inspections.**

## USE PERMIT INSPECTIONS

The following items are the most frequent causes of use permit inspection failures. This is only a partial list of items, which may be reviewed by the Building Inspector.

1.     **LOCKS ON EXIT DOORS**  
Locks, which require a key for operation on both sides (double cylinder deadbolt), and manually flush bolts or surface bolts are prohibited.  
(2007 Florida Building Code, Chapter 10, Section 1008)
  
2.     **EXITS**  
Equipment, fixtures, cabinets, boxes, etc. shall not obstruct path of travel to the exits.  
(2007 Florida Building Code, Chapter 10, Section 1001.3)
  
3.     **STREET NUMBERS**  
The correct street number shall be displayed on the front of the building, in Arabic numerals, not script. Minimum size is 6" high by ½" width on a contrasting background.  
(Orange County Code, Chapter 21, Section 21-3)
  
4.     **FIRE EXTINGUISHERS**  
The required number, size, and type of fire extinguishers shall be properly located. Fire extinguishers shall be fully charged with current inspection tags (NFPA 10). Consult the Office of Fire Marshall or a Florida State Licensed Fire Extinguisher Company for size, quantity and replacement requirements.
  
5.     **CHANGE OF OCCUPANCY**  
If there is a change in the occupancy classification, as defined by the Florida Building Code, the proposed space shall be made to comply with current codes, including the Florida Accessibility Code.  
(2007 Florida Building Code, Chapter 11, Florida Statutes, Chapter 553, Part V)

**EXAMPLE:** A previous retail store (mercantile occupancy) proposed to be used as an office (business occupancy) shall conform to current codes. This may require additional permits to make modifications to space in order to comply with current code. Impact fees may be assessed based on the change of occupancy.

6.     **EMERGENCY ILLUMINATION OF EXITS**  
(2007 Florida Building Code, Chapter 10, Section 1006)

\*\*\* Someone must be at the location to let the inspector in on the day of the inspection.

\*\*\* One working day after inspection, please call the Records Section of the Division of Building Safety at 407-836-5768 after 3:00 p.m. to check the status of the Certificate of Occupancy. Please refer to the building permit number located at the top right hand corner of your receipt.

\*\*\* Please see our website [www.ocfl.net/building](http://www.ocfl.net/building) for current code edition