



**City of Port St. Lucie Building Department**  
 121 SW Port St. Lucie Blvd., Port St. Lucie, Fl. 34984  
 Ph: 772-871-5132 Website: [www.CityofPSL.com/Building](http://www.CityofPSL.com/Building)

# CHANGE OF USE / OCCUPANCY APPLICATION

(Where no work is taking place)

Permit #: \_\_\_\_\_ Pin: \_\_\_\_\_

**DETERMINATION OF OCCUPANCY AND USE SHALL BE DONE IN ACCORDANCE WITH FBC 2023 8<sup>TH</sup> EDITION**

Site Address: \_\_\_\_\_

Legal Description (Section/Block/Lot): \_\_\_\_\_

Parcel ID: \_\_\_\_\_

**Owner's Information**

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Tenant Information**

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**PROJECT INFORMATION**

Current Occupancy: \_\_\_\_\_ Proposed Occupancy: \_\_\_\_\_

Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Business Name: \_\_\_\_\_

Type of Construction: \_\_\_\_\_ Total Square Footage: \_\_\_\_\_ Number of Occupants: \_\_\_\_\_

Is there any construction work that will take place:  Yes\*  No

\*If yes, please complete and submit a Commercial Building Permit Application, applicable to the use proposed.

\_\_\_\_\_  
 Owner or Owner's Authorized Representative Signature Date

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Notary Public, State of Florida

STATE OF FLORIDA, County of \_\_\_\_\_

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification.

**FOR OFFICE USE ONLY**

**PERMIT FEE \$** \_\_\_\_\_ Payment method: \_\_\_\_\_ Last 4 Digits of Credit Card or Check no.: \_\_\_\_\_ Receipt no.: \_\_\_\_\_

Application date: \_\_\_\_\_ Rec'd by: \_\_\_\_\_ Main Building or Shell Permit Number: \_\_\_\_\_



## Building Department CHECKLIST FOR CHANGE OF USE AND OCCUPANCY

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**PERMIT APPLICATION** – The following information must be completed on the permit application:

- For office use only - Permit number, pin, main building or shell permit number
- Site address
- Legal description
- Parcel ID
- Owner's information
- Current and proposed occupancy classification
- Current and proposed use
- Business name
- Notarized owner, or owner's representative signature
- **If construction work is taking place:** Complete and submit a commercial building permit applicable to the proposed use, a separate change of use and occupancy is not needed.

### **PLANS AND DOCUMENTS:**

- **\*\*If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing the owners name from the property appraiser's website must be submitted along with the HOB Affidavit.**
- If the listed owner is not an individual, the application must be signed by an authorized agent as listed on [www.sunbiz.org](http://www.sunbiz.org).

***This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.***