

BUILDING INSPECTION DIVISION



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Bulletin G-02-16

TO: All Permit Applicants

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SUBJECT: **Converting Use Permits**

This Bulletin supersedes Bulletins G26-00, G18-04, and G20-06

When you are changing the occupancy classification (as defined by the Florida Building Code) of a building/structure, a Converting Use permit is required. A standard Building Permit Application is used for this purpose. In addition to any building and fire code requirements, you will also need to meet all Zoning and Concurrency regulations for the new use.

Using the Florida Building Code – Existing Building (FBC-EB) provides three **Compliance Methods** that can be used to show that the facility meets Building Code requirements. You should choose the method that works best for your project from one of the following:

- 301.1.1 Prescriptive compliance method** – See Chapter 4 of the FBC-EB
- 301.1.2 Work area compliance method** – See Chapters 5-13 of the FBC-EB
- 301.1.3 Performance compliance method** – See Chapter 14 of the FBC-EB,

The following are the Building Inspection Division’s minimum requirements for Converting Use Permits:

1. The **minimum** requirements for **all** converting use permits are as follows:
 - a. Completed building permit application noting “Converting Use” as Type of Improvement.
 - b. Two copies of present and proposed building floor plans, including life safety plan and code summary as a minimum, minimum scale 1/8” = 1’-0”, minimum lettering size of 1/8”.
 - c. Where the change of occupancy is to any one of the following uses, the electrical wiring and equipment shall comply with the applicable requirements of NFPA 70: Hazardous locations; commercial garages; aircraft hangers; gasoline dispensing and service stations; bulk storage plants; spray application, dipping and coating processes; health care facilities; places of assembly; theaters, motion picture and television studios; motion picture projectors; and agricultural buildings. If no work is planned to be done to the facility, a letter from a licensed design professional or electrical contractor (on their letterhead) stating that the existing facility meets the requirement above will be required.
2. For jobs requiring physical alterations and/or repairs to the building which are regulated by the Florida Building Code, the following items are in addition to those in item number 1:
 - a. The floor plans shall be expanded to include a scope of work and/or supplemental drawings to describe in sufficient detail the extent of work being done.
 - b. The licensed design professional must either state that the project area is completely ADA compliant or document compliance with the 20% rule.

PLANNING and DEVELOPMENT DEPARTMENT

3. Many converting use permits require site modifications. For example, when converting from a residential use to a commercial use, on-site parking, landscaping and site accessibility may be necessary. The following additional items are required for site modifications:
 - a. Completed site clearing permit application.
 - b. Three copies of civil plans showing modifications to the site, including parking, drainage, landscaping and irrigation, proposed tree removal, proposed sign location(s), and an accessible entrance(s) (handicapped ramps, sidewalks, etc.). Permit applications must be approved by the Development Services Division and Zoning (2nd Floor Ed Ball Building, 214 N. Hogan St.) prior to submission. These departments may have other requirements which are not listed here.
 - c. Note, when the cost of improvements exceeds fifty percent (50%) of the assessed value of the improvements as shown in the Property Appraiser's database, this may trigger that you make landscape improvements, please review section 656.1209 of the City of Jacksonville Ordinance Code.
 - d. Note, many sites may be physically unable to comply with some of the provisions of the Zoning Code (i.e., on-site parking requirements). In these cases an Administrative Deviation (AD) may be sought from the Planning Department.