

DEPARTMENT OF PUBLIC WORKS
Building Inspection Division



MEMORANDUM

April 25, 2006

BULLETIN G-20-06

TO: All Permit Applicants

FROM: Thomas H. Goldsbury, P.E., C.B.O.
Chief, Building Inspection Division

SUBJECT: **Converting Use Permits**

This Bulletin supersedes Bulletins G18-04 and G26-00 (only two changes which are show in bold italics)

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 most cases, when you are changing the occupancy classification, the building/structure must meet the building code for the new classification (***Ref. Chapter 8 of the Florida Existing Building Code***). You will also need to meet all Zoning and Concurrency regulations for the new use.

The following are the Building Inspection Division's 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 building floor plan, minimum scale 1/8" = 1'-0", minimum lettering size of 1/8".
 - c. Letter from electrical contractor or engineer (on their letterhead) stating that the electrical system is in good working order and that the system complies with the ***current adopted version of the*** National Electrical Code.
 - d. Letter from mechanical contractor or engineer (on their letterhead) stating that the mechanical system is in good working order.
 - e. Letter from plumbing contractor or engineer (on their letterhead) stating that the plumbing system is in good working order.
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:



PHONE: (904) 630-1100 z FAX: (904)630-2767 z <http://www.coj.net/pw/bid>
Recipient of the 2001 Governor's Sterling Award

SUPERSEDED

- 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. Depending on the nature of the work, the drawings may need to be signed and sealed by a professional engineer and/or architect.
 - c. Letters from a mechanical, electrical, and plumbing contractor are not required if alterations and repairs are being done to those systems, and the scope of work is included in the drawings.
 - d. Residential occupancy converting to commercial must comply with The Americans with Disabilities Act (ADA).
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 must be provided. 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 accessibility to the front door (handicapped ramps, sidewalks, etc.). Permit applications must be approved by the Development Management Group (Room 101 City Hall Annex) prior to submission. They may have other requirements.
 - c. Note, as required by section 656.1209 of the City of Jacksonville Ordinance Code, when the cost of improvements exceeds fifty percent (50%) of the assessed value of the improvements as shown in the Property Appraiser's database, the property must be brought into compliance with the current landscape section of the Zoning 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.

Xc: James Schock
Bill Lyle
Roger Blanchard
Lesley Davidson
Kim Stewart

“You have received this email bulletin because you have subscribed to the City of Jacksonville’s Building Inspection Bulletin Notification Service. If you have received this email in error or desire to be removed from the service, please reply to this email with the word PWUNSUBSCRIBE in the Subject line of the email and you will be removed from the service”