



## HERNANDO COUNTY BUILDING DIVISION

### OCCUPANCY PERMIT INSTRUCTIONS/GUIDELINES

#### **Why do I need an Occupancy Permit?**

An Occupancy Permit provides you the opportunity to meet with county inspectors to ensure that your space meets zoning, building, and fire code requirements for your specific business. The Certificate of Occupancy authorizes use of the building.

#### **When is an Occupancy Permit Required?**

An Occupancy Permit is required when a business moves into a new or existing location or for the expansion of an existing business. The Certificate of Occupancy Permit grants occupancy for the business.

#### **Do I need an Occupancy Permit if I am planning to remodel the space?**

Yes. The Occupancy Permit is separate from the remodel permit.

#### **If my building is currently under construction , do I still need an Occupancy Permit?**

Yes. The Certificate of Occupancy permit is separate from the construction permit.

#### **How do I apply for an Occupancy Permit?**

Submit the following to the Hernando County Building Division:

- Completed the Occupancy Permit Application with \$264.53 application fee (includes Building and Zoning fee).
- Site Plan  
\*Site plan must show parking spaces. Site plans can be hand drawn or may be a printout of the aerial from the Hernando County property Appraiser's website (if legible).
- Address Verification Receipt  
\*Address verification receipt is obtained from the Hernando County Addressing Department. You may visit their office at 7525 Forest Oaks Blvd., Spring Hill; or fax the attached form along with a floor plan to 352-688-5060.
- Floor Plan  
\*Floor plan can be hand drawn and can be given to the inspector(s) at the time of inspection. Floor plan should show the layout of the space and include dimensions if possible.
- Copy of other agency approvals, if required  
(Example: Department of Agriculture, Division of Hotels & Restaurants, etc.)

\*Note: If there is an active building permit associated with this application, site plan, address verification receipt or floor plan may not be required.

#### **What is the process?**

- Submit application to the Building Division.
- Compliance with land use regulations verified by the Zoning Department.
- Site inspection is performed by a building department inspector and fire protection plans examiner to verify minimum requirements for the proposed business.
- When all requirements (per the inspection) have been completed, a Certificate of Occupancy will be issued.

**OCCUPANCY PERMIT**  
**INSTRUCTIONS/GUIDELINES (cont'd)**

**Do I have to be present for the inspection?**

Yes, the applicant needs to be present during the inspection. The applicant will be given a copy of the inspection results and will be advised what is required for occupancy.

**When can I open my business?**

You can open your business as soon as you receive a Certificate of Occupancy from the Building Division. You will be advised during the inspection of any additional steps required to obtain occupancy so you can open your business. You may be asked to submit additional information, or some minor improvements may need to be made to bring the space into compliance. Any major improvements that are needed or planned by you will require a separate remodel permit.

**What if my business name changes?**

If you are an existing business owner changing only the name of your business, not the location or type of business, a revised Certificate of Occupancy will be required.

**How do I apply for a name change?**

Submit the following to the Hernando County Building Division:

- Submit a Business Name/Owner Change application
- Submit a revised address receipt.
- Pay a fee of \$63.28.
- When all requirements have been completed, a revised Certificate of Occupancy will be issued. Revised Occupancy can be processed by the permitting staff at the time of submittal.



**APPLICATION REVIEW: OFFICE USE ONLY**

<b><u>ZONING</u></b>		<b>INSPECTION SCHEDULE</b>
Zoning Classification:	Proposed Use Permitted in Zoning District? <input type="checkbox"/> No <input type="checkbox"/> Yes	No Inspections Required Name Change Only  For Inspection Information, please contact:  Building: 352-754-4050, Ext. 29155  Fire: 352-754-5829
Change of Use? <input type="checkbox"/> No <input type="checkbox"/> Yes	Zoning Approval: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Other	
Comments:		
Zoning Tech: _____ Date: _____ Ext: _____		
<b><u>BUILDING</u></b>		
Building Code Use Type:		
Change of Use? <input type="checkbox"/> No <input type="checkbox"/> Yes	Building Approval: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Other	
Comments:		
Inspector: _____ Date: _____ Ext: _____		
<b><u>FIRE</u></b>		
Fire Code Use Type:		
Change of Use? <input type="checkbox"/> No <input type="checkbox"/> Yes	Fire Approval: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Other	
Comments:		
Inspector: _____ Date: _____ Ext: _____		

**HERNANDO COUNTY ADDRESSING OFFICE  
ADDRESS REQUEST FORM**



**"To Serve & Assess With Fairness"**

<b>Date:</b> _____
<b>Party Making Request:</b> _____ <b>Contact Person:</b> _____
<b>Party's Mailing Address:</b> _____
<b>Telephone #:</b> _____ <b>Fax #:</b> _____
<b>Please state how you would like to obtain the receipt for this address (choose <u>only</u> one):</b> ____ <b>Fax</b> ____ <b>Mail</b> ____ <b>Pick-up</b> or ____ <b>E-Mail (give address):</b> _____
<b>** Please Note:</b> We will send you the receipt by fax, mail or e-mail once we have received your payment. There is a \$20.00 fee per address to establish a new address. Make checks payable to the <b><u>Hernando County Property Appraiser</u></b> .
<b>**Note**:</b> If the address(es) is for a corner lot, an acreage parcel, or multiple parcels, please provide a copy of the site plan for review and note that the <b><u>addresses are subject to change</u></b> at a later date. A floor plan (maximum size of 11x17) <b><u>AND</u></b> a site plan <b><u>MUST</u></b> be provided for Commercial addresses. Floor plan must show business name or address on either side of unit(s) being permitted. When applying for a multi-unit, you must identify on the site plan the <b><u>entry door</u></b> to be used.
<b>Parcel Number: R</b> _____ - _____ - _____ - _____ - _____ - _____
<b>Key Number:</b> _____ <b>Tangible Key Number (if in mobile home park):</b> _____
<b>Subdivision Name:</b> _____
<b>Unit/Phase/Sec:</b> _____ <b>Block:</b> _____ <b>Lot:</b> _____ (If acreage parcel, may not have this information)
<b>How many addresses requested?</b> ____ <b>Single</b> ____ <b>Multiple</b> <b>Type of address requested?</b> ____ <b>Residential</b> ____ <b>Commercial</b> ____ <b>Other</b> <b>If residential, is this a <u>replacement</u> living unit?</b> ____ <b>Yes</b> ____ <b>No</b>
<b>Please list type of permit being applied for -</b> _____
<b>Name of business to occupy unit(s) being permitted-</b> _____
<b>Please allow three (3) business days for your request to be completed. If you have any questions regarding this matter, please feel free to contact the Addressing Office at (352) 754-4190.</b>
<b>Hernando County Property Appraiser Addressing Office 7525 Forest Oaks Blvd. Spring Hill, FL 34606 Phone (352) 754-4190, &amp; Fax (352) 688-5060</b>
<b>Visit our website @: <a href="http://www.hernandocounty.us/pa">www.hernandocounty.us/pa</a></b>
Rev. 01/08/2013