



## BUILDING DEPARTMENT

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Website: <https://ims.palmbayflorida.org/ims>



## CHANGE OF USE OR OCCUPANCY NOTICE

### ***ATTENTION: PROPERTY OWNERS / CONTRACTORS / TENANTS***

To help save time, money and unnecessary fines, it is in your best interest to communicate with the Building and Fire Divisions and all other applicable Divisions before any changes or renovations take place with your property.

Per the 2023 Florida Building Code, Section 105 Permits – “105.1 Required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any required impact-resistant coverings, electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the building official and obtain the required permit.”

Additionally, per the 2023 Florida Building Code, Section 102.2: “Additions, alterations, repairs and changes of use or occupancy group in all buildings and structures shall comply with the provisions provided in the Florida Building Code, Existing Building.” A permit is required for change of use as well as for the change of occupancy as noted above. Application and forms may be obtained from our website, [www.palmbayflorida.org](http://www.palmbayflorida.org).

Please contact a Commercial Permit Technician (321-953-8924) or email at [Permitinfo@palmbayflorida.org](mailto:Permitinfo@palmbayflorida.org).