



Community Development Department Zoning Division

18400 Murdock Circle | Port Charlotte FL 33948
Building Phone: 941.743.1201 | Building Fax: 941.764.4907
Zoning Phone: 941.743.1964 | Zoning Fax: 941.743.1598
BuildingConstruction@CharlotteCountyFL.gov
CharlotteCountyFL.gov

For Office Use Only

Permit Number

20 _____

Application Date

Tech Initials _____

APPLICATION FOR CHANGE OF OCCUPANCY (CNC) & FOR HOME OCCUPATION (Page 1 of 2)

Home Occupation Change of Business Owner Only Change of Business

Address:

Number & Street Type:(St., Dr., Pkwy., Blvd., etc.) Unit Number City State Zip

Parcel ID: _____ Number of Units in the Building: _____

Zoning Classification of the Property: _____ Area of the Unit (sq. feet): _____

Name of Proposed Business : _____

Proposed Use : _____

Name of Previous Business: _____

Previous Use: _____

Does the Building have 6" Street Numbers and Unit Numbers?: Yes No Number of parking spaces for this unit: _____

Number of accessible (ADA) parking spaces: _____ Number of parking spaces required: _____

Is Property on Public Sewer?: Yes No If not on Public Sewer, must provide Health Department approval

Any outdoor covered seating? Yes No If yes, what is the area (sq feet): _____ **Outdoor seating areas generate impact fees**

Existing fire sprinklers : Yes No

Will there be any changes to the building for the new use?: No Yes Structural Plumbing Electrical HVAC

Existing tenant separation 1 hour firewall 2 hour firewall No required New firewall

If changes provide floor plan, description and permit number(s): _____

Name of New Tenant (Person's Name): _____

Address:

Number & Street Type:(St., Dr., Pkwy., Blvd., etc.) City State Zip

Email: _____ Phone No : _____

Property Owner(s) of Record: _____

Address:

Number & Street Type:(St., Dr., Pkwy., Blvd., etc.) City State Zip

Email: _____ Phone No : _____

**Note: A Change of Occupancy may require the payment of impact fees due to a property use change.
The appropriate fee, if applicable, shall be paid at time of permit pick up.**



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Required Forms & Documents:

- Application** (1 original signed): 2 pages
- Building Floor Plan or Sketch** Existing AND Proposed Floor Plans illustrating building layout with dimensions and preferably to scale, entrances/exits and door widths for exterior doors and restrooms. Label on all rooms/areas within the building with the proposed use. Floor plans may be hand drawn, but must accurately depict the existing and proposed use of the building/unit. It is important that any proposed changes on the proposed floor plan, including structural, plumbing, electrical and mechanical (AC) are shown. Please provide information on building permits submitted for those changes. Provide tenant separation information including firewalls and rating
- NOTE: Change of occupancy classification (change of use/CNC) must have information regarding the previous AND new use, occupant load, show compliance with Florida Building Code and life safety regulations. Plans from a licensed design professional (architect/engineer) may be required if submitted information and plans are not sufficiently detailed.
- Parking Lot Site Plan or Sketch**
- Signed Lease or Property Owner Consent Letter**

Please read the Commercial Business Guide for Change of Occupancy Process

Please Attach Site Plan of Building and Parking Lot, Building Sketch/Floor Plan, and Owner Consent Letter

NOTE

A detailed narrative explaining the Home Occupation Business is required for a Home Occupation Business.
A Letter of Determination from the Zoning Official is required for Substance Abuse Businesses.

Owner's Authorization / Inspection Information: If an applicant is not the property owner, the applicant must submit a notarized authorization giving the applicant the right to apply for this permit. When requesting an inspection, it is very important that the inspectors will be able to gain entrance to the premise. An inspector will not go into an open building containing valuables alone. Approximately three inspectors will arrive on the day you select to perform the following inspections: Electric, Fire and Zoning.

Affidavit of Applicant

I, the undersigned, being first duly sworn, depose and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owner(s) of the majority of the property described and which is the subject matter of the proposed application; that all answers to the questions in this application, and all sketches, data and other supplementary matters attached to and made a part of the application are honest and true to the best of my knowledge and belief. **I understand this application must be complete and accurate** before the application may be considered, **and that if I am not the owner of the property, I have a notarized authorization letter from the owner(s)**

Under penalties of perjury I declare that I have read the foregoing document and that facts stated are true, correct and in compliance with the applicable regulations. F.S.92.525

Applicant's Signature:

Date:

Applicant's Printed Name:



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Residential Affidavit for Home Occupations

I, , as a business owner in Charlotte County, Florida and because my place of business is located within a residence I hereby agree to the following conditions per Charlotte County Ordinance Sec. 3-9-74.

Minor Home Occupation Major Home Occupation

The following conditions must be met and complied with by all operators of any home occupation.

- 1) Home occupations shall be subordinate to the allowed principal residential use.
- 2) Home occupations shall be conducted only by a resident of the principal dwelling unit.
- 3) No more than twenty (20) percent of the gross floor area of a dwelling unit may be devoted to a home occupation.
- 4) The principal use of the dwelling unit shall at all times during the conduct of the home occupation remain residential.
- 5) Retail sales shall not be conducted on the premises, except via the internet, phone and mail.
- 6) No more than one (1) nonilluminated wall sign, not exceeding two (2) square feet in area, may be attached to the building. This sign must be on or next to the entrance.
- 7) There shall be no exterior indication that the dwelling is being used for any purpose other than a residence, other than an allowed sign. Examples of prohibited alterations include, but are not limited to, construction of parking lots, paving of required yards, or adding commercial-like lighting.
- 8) There shall be no outside storage of materials used in connection with the home occupation.
- 9) No equipment shall be used in connection with a home occupation which creates noise, vibration, glare, fumes, odors, electrical interference, or requires the storage of hazardous substances which are not typically incidental to a residential use.
- 10) Deliveries or pick-ups of items associated with home occupations shall generally be between the hours of 8:00 a.m. to 8:00 p.m.
- 11) Any operator of a home occupation must obtain, and keep current for as long as the home occupation is in operation, a business tax receipt from the Charlotte County Tax Collector, also known as the "local business tax receipt".
- 12) The following uses shall be prohibited from being operated as a home occupation.
 - a. Any type of repair, assembly, or storage of vehicles or equipment (such as automobiles, motorcycles, marine engines, golf carts, lawn equipment or chain saws), or of large appliances, such as washing machines, dryers, and refrigerators, or any other work related to motor vehicles.
 - b. Any business where employees come to the site to be dispatched to other locations.

(c) Minor home occupations.

- 1) Minor home occupations include, but are not limited to, internet sales, professional or paraprofessional services, consulting, home-made crafting, artist studios, and home offices.
- 2) A minor home occupation is allowed without the need for a special exception provided it complies with all of the general conditions established above as well as all of the following conditions.
 - a. The minor home occupation shall register with the county.
 - b. No customers or clients may come to the home at any one (1) time.
 - c. Employees from outside the home are prohibited.

(d) Major home occupations.

- (1). A major home occupation may be allowed as a special exception use provided it complies with all of the general conditions established above as well as all of the following conditions and any conditions that may be added by the BZA.
 - a. No more than two (2) customers or clients may visit the home at any one (1) time.
 - b. Customers or clients may visit the home for purposes related to the home occupation between the hours of 8:00 a.m. and 8:00 p.m., unless different hours of operation are set by the special exception.
 - c. In addition to residents of the home employed in the home occupation, the board of zoning appeals may approve additional employees from outside of the home.
 - d. Additional off-street parking spaces may be required by the BZA.
 - e. The granting of a special exception to conduct a major home occupation shall be automatically conditioned upon continued compliance with all the requirements of this section. Failure of the operator to meet these requirements shall empower the BZA to revoke the special exception after notice and a public hearing.
 - f. The approval of a special exception for a major home occupation shall expire upon termination of the home occupation or a change in residency, whichever occurs first.
- (2). Riding lessons in RE zoning district.
 - a. The property must be located in the rural service area.
 - b. No more than five (5) students at a time are receiving riding instructions.
 - c. Shall also conform subsections (d)(2)b. --f.
 - d. An accessory tack shop may be permitted.

Under penalties of perjury I declare that I have read the foregoing document and that facts stated are true, correct and in compliance with the applicable regulations. F.S.92.525

Applicant's Signature:

Date:



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Commercial Business Guide: Commercial Name Change (CNC) or Change of Occupancy

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Charlotte County is "Open for Business!" It's a great place to own and operate one and we want to help you succeed. Like every local government, we have rules and regulations that business owners must follow. This guide's purpose is to answer the most commonly asked questions that one may have when starting a new business. Hopefully, this guide will make the process a little easier.

STEP 1: Before signing the lease, please verify zoning and building requirements.

Please make yourself aware of what is, and is not, allowed for the business you are going to operate by checking on zoning requirements. Each zoning district has different requirements. Commercial General (CG), which is the most restrictive of the zoning classifications, does not allow the outdoor display of merchandise or certain types of businesses. Additionally, some properties are part of DRI's (Developments of Regional Impact) or Overlay Zones in which additional regulations must be met.

To verify the zoning district and if the business is allowed, please contact the Zoning Section at 941.743.1964 or PlanningZoning@CharlotteCountyFL.gov. If you already know the zoning district and want to review the allowable uses, please visit the county's website at www.CharlotteCountyFL.gov and use the search button for the Code of Laws & Ordinances. The Zoning Ordinance is Chapter 3-9 of the Code.

STEP 2: Verify Sewer or Septic Tank Service.

If the building is served by a septic tank, please provide evidence of Health Department for approval.

STEP 3: Apply for a CNC (Commercial Name Change) Permit (a.k.a. "Change of Occupancy").

This permit/process is required for any business that is about to occupy a new building or location. The process is also required by the Florida Building Code. The Change of Occupancy Application form can be found on the Forms & Documents page of our website under the "Zoning Forms & Documents" heading.

- Pay the application fee of \$101.
- Application form completed.
- Attach a building floor plan or sketch, both current and proposed as requested in the application form.
- Attach a parking lot site plan or sketch.
- Page 2 of the application form must be signed.
- Attach a copy of the property owner consent letter (if rented).

STEP 4: Application Review & Approval

The following are part of the CNC/Change of Occupancy application review and inspection process:

•Zoning Section – Review:

1. Review that the business use is allowable in the zoning district.
2. Review if any impact fees are required to be paid.

•Building Construction Division – Review:

1. Review of compliance with Florida Building Code for life safety and accessibility.
2. Review that any alterations have been performed with the required permit.

•Fire/EMS – Review:

1. Review of compliance with NFAP requirements.



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STEP 5: Issuance of CNC Permit and Scheduling & Passing of Inspections:

Once the CNC is issued, please visit the Tax Collector's Office to apply for your BTR (Business Tax Receipt). Next, if ready, please schedule the following inspections (see Permit/Inspections Job Card for the list of required inspections):

•Zoning/Code Compliance Inspector – Zoning Final Inspection:

1. Verification that the street number is properly posted on the building and the unit number (if applicable) is posted on the door.
2. Verification that there is parking as required for the use proposed and that handicap parking spaces and signage is present.
3. Verification that the business has obtained a current BTR from the Tax Collector's Office.
4. Verification that there are no unpermitted or prohibited signs or banners installed.

•Fire Inspector – Fire-Commercial Change of Occupancy Inspection:

1. Verification that the type of occupancy proposed is correct.
2. Verification that the exit(s) and other doors are accessible and operational.
3. Verification that the exit light(s) and emergency lighting are operational.
4. Verification that fire alarms and/or fire sprinklers (if required) are operational and certified.
5. Verification that fire extinguishers/extinguishing systems are in place, operational and certified.
6. Verification that grease hoods/suppression systems are in place, operational and certified (if required).
7. Verification that applicable requirements for daycare centers/health care centers are met (where applicable)
8. Verification of a minimum of one 2A10BC fire extinguisher for every 3000 square feet (75 feet of travel space) are in place and certified by an extinguisher company.
9. Verification of the presence of exit signs and emergency lights. The need for these is determined on the basis of the requirements of the NFPA (National Fire Protection Association). The determination is made at the time of the inspection with no penalty to the applicant.
10. At the time of inspection, the occupant will be notified if any other code compliance will be required according to the type of use.

•Electrical Inspector – Electrical Final Inspection:

1. Verification that the electrical system meets code and will that no work has been done without permits first being obtained.
2. Verification that the existing electrical system is safe for the employees and customers.

STEP 6: Obtain Your Certificate of Occupancy. After all inspections have passed, contact the Building Construction Division the next day after 11 am to obtain your CO (Certificate of Occupancy).

IMPORTANT CONTACTS

Zoning Section: 941.743.1964
Building Construction Division: 941.743.1201
Code Compliance Section: 941.743.1201
Tax Collector's Office: 941.743.1350 or 941.681.3710
Florida Department of Health for Charlotte County: 941.624.7200
Florida Department of Transportation: 941.255.7426

Community Development Department
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Port Charlotte, Florida 33948

RE: Letter of Consent for Change of Occupancy (CNC-Commercial Name Change)

To Whom it May Concern:

Please accept this letter as the notarized letter of consent required by the Change of Occupancy application from me, _____, the owner of the property located at _____

Parcel ID: _____ Number & Street _____ Type:(St., Dr., Pkwy., Blvd., etc.) _____ City _____ State _____ Zip _____ Building #: _____ Unit #: _____ hereby I authorize,

_____ as tenant.

Owner's Signature: _____

State of Florida, County of Charlotte

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 who has produced _____ as identification and who did/did not take an oath.

Signature of Notary

Notary's Printed Name

Commission Number

Seal