



Building Division
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Occupancy Checklist

This checklist is for the occupancy or change of use (without construction) of a building within the City of Gainesville limits. The submittal must include the following items and show compliance with the current editions of the Florida Building Code, National Electrical Code, and Florida Fire Prevention Code.

GENERAL REQUIREMENTS:

<input type="checkbox"/>	PERMIT APPLICATION – Apply online at www.PermitGNV.com - Do not upload construction documents to PermitGNV. All construction documents must be submitted to ProjectDox for review, which you will receive access to <u>after</u> the permit application is applied for and paid.
<input type="checkbox"/>	SUBMITTAL QUALITY – <ul style="list-style-type: none"> • File names must clearly identify the content and/or be named with the sheet number and title. • All files must be clear & legible. “Optional” details must be marked off or voided, if not used. • All files must be orientated properly w/out requiring further rotation to read. • All files must have a 4" x 4" blank area at the top-right corner of the page reserved for City Seal. • Drawings must include owner's name & project address. • Drawings must be drawn to an approved scale or show the dimensions of all rooms/areas. • Drawings must be submitted as individual files. Min. drawing sheet size 11"x17" - No Max.
<input type="checkbox"/>	DESIGNER OF RECORD - Designer’s name, signature, and license number (if applicable) must be shown on the drawings. If created by a licensed architect or engineer, the drawings and documents must be digitally signed as required by Florida Statute.

SUBMITTAL REQUIREMENTS:

<input type="checkbox"/>	Floor plans must show all of the following: <ul style="list-style-type: none"> • All rooms and areas must be clearly labeled. • Indicate the intended use of all rooms and/or areas. • Show the location and state the dimensions of all doors. Label the exit doors. <ul style="list-style-type: none"> ○ Interior door sizes are not required for community residential home floor plans. • Show the location and state the dimensions of fixed furniture, such as service counters, bars, DJ Booths, etc. • Where dining is provided, on the plans show the location and state the dimensions of the tables and chairs along with the distance between the tables.
<input type="checkbox"/>	Provide a completed Commercial Project Data form. The form is available on the City website, under Building Forms. Fill in each section and/or check all the boxes that apply.
<input type="checkbox"/>	COMMUNITY RESIDENTIAL HOMES ONLY - Provide a letter describing the number and type of clients to be housed at the facility, the services to be offered, and listing the applicable Florida Statutes and/or sections of the Florida Administrative Code that the facility will comply with. The floor plan must include the location and size of all windows in the rooms and the location of all smoke detectors and/or smoke alarms. If a fire sprinkler system does not exist in the home, a licensed fire sprinkler contractor is required to apply for a permit for the installation of the fire sprinkler system and must submit plans for review and approval prior to the issuance of the Change of Use or Occupancy Permit.
<input type="checkbox"/>	MULTIPLE TENANT BLDGS ONLY - The plans shall identify the use of all adjacent tenant spaces. If rated fire walls are required for tenant or occupancy separations, documentation of fire wall ratings may be required from a licensed design professional.
<input type="checkbox"/>	HAIR SALONS & NAIL SALONS ONLY – Provide documentation from a licensed mechanical contractor that the mechanical ventilation in the tenant space complies with the current edition of the Florida Building Code – Mechanical.

<input type="checkbox"/>	<p>DAYCARE FACILITIES ONLY - Provide a site plan showing the building outline, parking (including cueing and drop-off spaces), and fenced outdoor play area. The floor plan shall include the size and location of all operable windows, as well as the location and type of all existing fire alarm devices. If a fire alarm system does not exist in the building, a licensed fire alarm contractor is required to apply for a permit for the installation of the fire alarm system and must submit plans for review and approval prior to the issuance of the Change of Use or Occupancy Permit. If a fire sprinkler system does not exist in the building, a licensed fire sprinkler contractor is required to apply for a permit for the installation of the fire sprinkler system and must submit plans for review and approval prior to the issuance of the Change of Use or Occupancy Permit.</p>
<input type="checkbox"/>	<p>FOOD SERVICE OCCUPANCY ONLY – Provide approval paperwork from GRU for any existing grease trap fixture and all required paperwork from the State of Florida Department of Business and Professional Regulation, and Division of Hotels and Restaurants.</p>
<input type="checkbox"/>	<p>MANUFACTURING FACILITIES ONLY - Provide a description of any manufacturing processes to be performed at the site starting with the raw products and ending with the finished product ready to ship. Include any byproducts or waste products that occur at intermediate steps. Provide a copy of the Material Safety Data Sheet (MSDS) for all chemicals used in the process.</p>