



**CITY OF STUART, FLORIDA  
BUILDING DIVISION  
CHANGE OF USE/OR OCCUPANCY APPLICATION**  
Application must be typed or printed legibly in ink. Complete all relevant fields.

Received By: \_\_\_\_\_

APPLICATION FEE	
<input type="checkbox"/> BUILDING	\$ 106.00
<input type="checkbox"/> ZONING	\$ 106.00

**BUSINESS INFORMATION**

Parcel ID NUMBER \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_/\_\_\_\_/\_\_\_\_  
 STREET NUMBER \_\_\_\_\_ STREET NAME \_\_\_\_\_  
 TYPE \_\_\_\_\_ DIRECTION \_\_\_\_\_ UNIT/SUITE \_\_\_\_\_ ZONING \_\_\_\_\_  
 BUSINESS NAME \_\_\_\_\_  
 BUSINESS CONTACT \_\_\_\_\_  
 BUSINESS CONTACT PHONE (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

**PROPERTY OWNERSHIP DETAILS**

FULL LEGAL NAME, AGENCY, OR BUSINESS \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_  
 OWNER CONTACT PHONE (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ OWNER E-MAIL ADDRESS \_\_\_\_\_

**DESCRIPTION OF PROPOSED BUSINESS**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REQUIRED DOCUMENTS**

- Survey (Which may be waived by the Development Director) shall include but not limited to:
  - Legal description of the right-of-way and property.
  - Lot dimensions.
  - Location of existing and proposed utilities, access, irrigation, easements, streets, refuse storage, lighting, landscaping, signs, and parking/loading.
  - Layout of existing structure.
  - Location map.
  - Legible graphic scale on each sheet.
  - Title block including: north arrow, street address, date of preparation, name and address of the firm that prepared the sketch plan. (if applicable)
- Written description of proposed use.
- Additional data/information as may be determined by the Development Director

EXISTING USE	PROPOSED USE
<input type="checkbox"/> Assembly (see Section 303) <input type="checkbox"/> Business (see Section 304) <input type="checkbox"/> Educational (see Section 305) <input type="checkbox"/> Factory and industrial (see Section 306) <input type="checkbox"/> High Hazard (see Section 307) <input type="checkbox"/> Institutional (see Section 308) <input type="checkbox"/> Mercantile (see Section 309) <input type="checkbox"/> Residential (see Section 310) <input type="checkbox"/> Storage (see Section 311) <input type="checkbox"/> Utility and miscellaneous (see Section 312) <input type="checkbox"/> Day care (see Section 313) <p align="center"><b>As defined in Chapter 3 of the Florida Building Code</b></p>	<input type="checkbox"/> Assembly (see Section 303) <input type="checkbox"/> Business (see Section 304) <input type="checkbox"/> Educational (see Section 305) <input type="checkbox"/> Factory and industrial (see Section 306) <input type="checkbox"/> High Hazard (see Section 307) <input type="checkbox"/> Institutional (see Section 308) <input type="checkbox"/> Mercantile (see Section 309) <input type="checkbox"/> Residential (see Section 310) <input type="checkbox"/> Storage (see Section 311) <input type="checkbox"/> Utility and miscellaneous (see Section 312) <input type="checkbox"/> Day care (see Section 313) <p align="center"><b>As defined in Chapter 3 of the Florida Building Code</b></p>

**MISCELLANEOUS INFORMATION**

Change of Use and/or Occupancy application will be processed within two working days. A new Certificate of Occupancy indicating the new use and occupancy will be issued on approval.  
A change of Use/Occupancy application does not authorize construction. If any construction is necessary, the filing fee for this change of Use/Occupancy application will be credited towards the Building permit fee.  
Application must be submitted simultaneously with the Business Tax application.

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

SWORN TO (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_ personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of Florida