



Original Policy: August 27, 2018

Policy Number: **BD-18-0002 Use and Occupancy**

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1. **Purpose**

The purpose of this policy is to ensure a change in use meets Planning and Building Code Department requirements and is inspected.

2. **Policy**

It is the policy of the Building Department to protect and assist the community during the construction and development of property in an effort to achieve an acceptable living environment for the citizens of the City. It is also our policy to ensure that property is developed and maintained in a safe manner, by promoting excellence in design and building standards.

3. Definition

A change of use of a building or portion of a building which results in one of the following:

1. A change of occupancy classification.
2. A change from one group to another group within an occupancy classification.
3. Any change in use within a group for which there is a change in application of the requirements of the building code or City codes.

4. Application Requirements

Any owner or owner's authorized agent who intends to change a use of a building or structure, shall first make application to the Building Department and obtain the required permit and pay the required fees. The applicant shall submit two copies of the following:

1. Plot Plan
2. Existing Floor Plan
3. Revised Floor Plan
4. Any other data required by the Building Official.

5. Application Routing Process

Upon a complete submittal to the Building Department, the permit technician shall route one complete set of plans and a copy of the permit application to the Planning Department for review and one set of the building plans and a copy of the permit application to Building Plans Examiner for review.

Once approved by the Planning Department, the Planning Department shall stamp and sign their copy of the plans and sign the approval line on the routing sheet and return the documents back to the Building Department.

Once approved by the Building Department Plans Examiner, the Examiner shall return the document back to the Permit Technician.

The Permit Technician shall issue the Change of Use Permit after receiving all necessary approvals.

BUILDING DEPARTMENT PLAN ROUTING FORM

Date: _____

Permit Application Number: _____

Address: _____

Applicant Name: _____

Applicant Contact Phone: _____

Scope of Work: _____

Office Notes

Planning Approval

Date: _____ Name: _____

Notes: _____

Fire Approval

Date: _____ Name: _____

Notes: _____

Public Works Approval

Date: _____ Name: _____

Notes: _____