



# city of PALM COAST

Community Development Department  
Building Services

160 Lake Avenue  
Palm Coast, FL 32164  
386-986-3780

## OCCUPANCY APPLICATION

**FLORIDA BUILDING CODE 105.1** ANY OWNER OR AUTHORIZED AGENT WHO TENDS TO CONSTRUCTION, 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 ELECTRICAL, GAS, MECHANICAL, OR PLUMBING SYSTEMS, THE INSTALLATION OF WHICH IS REGULATED BY THIS CODE, OR TO CAUSE ANY SUCH WORK TO BE DONE, SHALL FIRST MAKE APPLICATION TO THE BUILDING OFFICIAL AND OBTAIN THE REQUIRED PERMITS.

**OCCUPANCY PERMITS ARE FOR NEW OCCUPANTS NOT MAKING ANYTHING *OTHER THAN* COSMETIC CHANGES.**

BUSINESS NAME					
ADDRESS		BUILDING		SUITE	
CITY		STATE		ZIP	
DESCRIPTION OF BUSINESS (USE)					

## APPLICANT INFORMATION

NAME					
PHONE		EMAIL			
MAILING ADDRESS					
CITY		STATE		ZIP	

## IF AN ALCOHOLIC BEVERAGES LICENSE IS REQUIRED, PLEASE SUBMIT COMPLETE APPLICATION

NUMBER OF EMPLOYEE'S		NUMBER OF DRIVE THRU'S		
NUMBER INDOOR SEATS		DELIVERY / TAKE OUT	<input type="radio"/> YES	<input type="radio"/> NO
NUMBER OUTDOOR SEATS		NUMBER OF BEDS		
NUMBER OF UNITS		NUMBER OF FLEET VEHICLES		
BUILDING / UNIT SQ FT		IS THE ELECTRIC TURNED ON		

COMMUNITY RESIDENTIAL HOMES / CHILD DAYCARE IN A RESIDENTIAL NEIGHBORHOOD: THIS APPLICATION MUST BE ACCOMPANIED BY A STATE LICENSE OR THE STATE APPLICATION REQUIRING ZONING APPROVAL. THE PERMIT WILL INCLUDE A FIRE INSPECTION.

ONCE THE INSPECTION(S) HAVE BEEN APPROVED, YOU WILL RECEIVE A CERTIFICATE OF OCCUPANCY.

IF THE INSPECTOR OBSERVES THAT A CONSTRUCTION BUILDING PERMIT IS REQUIRED UPON INSPECTION, YOU WILL BE REQUIRED TO OBTAIN A BUILDING PERMIT FOR THE CONSTRUCTION WORK AND THE OCCUPANCY PERMIT WILL BE CANCELLED  
A CERTIFICATE OF OCCUPANCY WILL BE ISSUED WHEN THE CONSTRUCTION PERMIT HAS PASSED THE REQUIRED INSPECTION.

