



BUSINESS USE PERMIT APPLICATION

Instructions and Information for Business Use Permits and Temporary Certificates of Occupancy are included at the end of this application.

Planning and Development Services

1001 Sarasota Center Blvd, Sarasota, FL 34240
4000 S. Tamiami Trail, Room 122, Venice, FL 34293
Phone: (941) 861-6678 or (941) 861-3029

Office Use:
BUSINESS USE PERMIT # _____

Each line must be completed and include the signatures of business owner or authorized agent and the property owner or authorized agent. Assembly use and eating establishments require a seating plan. Include one site plan with parking calculations.

The fee of \$224.38 is due at application submittal.
(Please note if on septic system, an additional \$50.00 will be due at time of application submittal)
****Notarization fee is an additional \$5.00.****

BUSINESS USE PERMITS WILL NOT BE ISSUED
UNTIL ALL REVIEWS & INSPECTIONS ARE APPROVED. Completing this application is not an approved/issued Business Use Permit.

Note: Occupancy of a building before the issuance of a CO is a violation of Sarasota County Ordinance 83-63, Section 2-354, as amended and the State of Florida Building Code, Section 10. A violation may result in a referral for hearing before a Sarasota County Code Enforcement Magistrate. The Special Magistrate, after finding a violation exists, may impose a fine not to exceed \$500.00 per day for each day the occupancy continues, if the violation is not corrected.

******PLEASE NOTE THIS APPLICATION REQUIRES SIGNATURE OF BOTH THE BUSINESS OWNER/AGENT AND THE PROPERTY OWNER/AGENT******

Please type or print legibly in blue or black ink.

Date: _____

Building Permit Number: *(if applicable)* _____ Parcel ID # _____

Property Owner: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Fax: _____ Email: _____

New Business Name: _____ Phone : _____

Business Address: _____ City: _____ State: _____ Zip Code: _____

Business Owner: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Former Business Use: _____

If existing business, how long has this business been in business? _____

Detailed Description of New Business Use: _____

Please complete the following information:

Area: _____ Sq. Ft Parking Spaces Provided _____ Restaurant – Number of Seats: _____

Central Water _____ Private Well _____ Central Sewer _____ Septic Tank System _____

of Floors to be Occupied _____ Which floors will be occupied _____ Total # of stories _____

What is the business type to the left? _____ Business type to the right? _____

Is the Building Sprinkled? No Yes Full Partial Fire Alarm System? No Yes

AFFIDAVIT

I hereby certify that by signing as the business owner or authorized agent, and as the property owner, that to the best of my knowledge, the information herein is complete and correct, and that the permitted construction will conform to the regulations in the Florida Building Code and Sarasota County Code and all applicable ordinances. I have read and understood all the requirements according to this application.

*****PLEASE NOTE THIS APPLICATION REQUIRES SIGNATURE OF BOTH THE BUSINESS OWNER/AGENT AND THE PROPERTY OWNER/AGENT*****

Signature of Business Owner/Agent _____ **Date:** _____

STATE OF FLORIDA
COUNTY OF: _____

_____ (name of person making affidavit), affirmed and subscribed before me this _____ day of _____, 20____. Personally known Identification produced: _____

Signature of Notary Public – State of Florida

SEAL

--- AND ---

Signature of Property Owner/Agent _____ **Date:** _____

STATE OF FLORIDA
COUNTY OF: _____

_____ (name of person making affidavit), affirmed and subscribed before me this _____ day of _____, 20____. Personally known Identification produced: _____

Signature of Notary Public – State of Florida

SEAL

The Planning and Development Services Department is committed to providing excellent customer service. Please check here if it is ok for someone from the County to follow-up with you regarding your experience and how we can improve our service.

**Information and Instructions for
Temporary Certificates of Occupancy and Business Use Permits:**

All new construction will require a final Certificate of Occupancy (for both residential and commercial) and a Business Use Permit (commercial). A Business Use Permit is also required when a business moves into an existing retail space or when an existing business changes use or occupancy. A Certificate of Occupancy (CO) is issued when all construction is completed and all building inspections are approved, all fees have been paid and all other department holds have been released. However, a Temporary Certificate of Occupancy (TCO) may be requested when the majority of the construction is completed and only minor issues remain. The job must comply with all American with Disabilities Act (ADA) and life safety requirements.

Residential TCO - allows the homeowner to occupy the home and triggers the transfer of electrical power permanently into the homeowner(s) name with FP&L.

Commercial TCO – allows the occupant to occupy the space for the purposes of racking, merchandising, stocking, employee training, and placement of furniture.

Business Use Permit – is the last step which allows the occupant to open for business. It is also required for any business moving into an existing commercial space or when there is a change of use to an existing business.

Conditions of TCOs

1. **Minimum processing time for applications (initial reviews) is three (3) working days.** The TCO process is not a walk-thru process. Completed applications may be dropped off or mailed to the addresses above. Please note, notary fee is \$5.00 per notarization.
2. Approvals are based upon approval of all departments and agencies that reviewed and approved the original building permit applications.
3. TCO's may only be issued when a building may be safely occupied prior to the issuance of a final Certificate of Occupancy. All required structural, electrical, gas, mechanical, plumbing and fire protection systems must be inspected for compliance with technical codes and released by the Building Official. All life/safety issues must be resolved before approval of a TCO request.
4. The Environmental Health and County Utility Department, if applicable, must release their permits prior to Utilities releasing water meters. If applicable, backflow preventors must be installed, tested and approved prior to approval for TCO. For those projects in a utility franchise service area, the franchise will not release the meter until the requirements in this item are completed.
5. If this is a new Single Family Residence on Septic and/or Well, Environmental Health will not approve a TCO until it has all documentation for the septic permit and well bacteria test.
6. TCOs are issued for an initial 30-day period only. If needed, they may be renewed prior to expiration for an additional 30 days, but not to exceed a maximum of 120 days. The fee of \$84.38 is collected at time of issuance. Check must be made payable to Board of County Commissioners.

7. All fees (including on associated permits on parcel) must be paid, including Impact Fees (i.e. Road, Park, Library, Education, etc.) prior to issuing a TCO.

****The following additional requirements (8 - 21) and
fire inspection requirements apply to Commercial Projects****

8. The Engineer of Record must provide a letter, signed and sealed, certifying that the project is substantially complete, complies with health, safety and welfare for public use. In phased projects, each phase must be able to “stand alone” in the event subsequent phases are never built.
9. Where applicable, the Owner or Contractor must deliver a letter from the Florida Department of Transportation accepting the work in the State Right of Way.
10. The TCO application fee of \$375 for the Land Development and Life Safety inspections is due upon application. Checks must be made payable to Board of County Commissioners.
11. All construction debris must be removed from project site, or barricaded for public safety.
12. All final grading must be complete, including stabilization of all earthen berms as a part of the perimeter buffer.
13. Perimeter plantings, including any structural wall or fence, as part of the landscape buffer must be 100% complete where non-residential use abuts residential uses.
14. Any asphalt drive and parking lot must be ready to the “final lift”. Concrete drive and parking lots must be complete. All traffic control striping must be complete, including painting for drives and parking (final thermoplastic to be applied upon completion of final lift of asphalt). All signs installed for traffic control and parking must be installed.
15. Placement of sidewalks and handicap ramps must be complete and with ADA compliance.
16. All storm water facilities and outfall structures have been cleaned and free of debris, and must function.
17. All Utilities infrastructure must be complete, including all easements submitted for review, and all Capacity fees paid.
18. All Department of Health issues must be complete (well and septic).
19. All Impact fees must be paid and accounted for.
20. Zoning has completed its review and signed off on the “as-built” drawing for Lighting Plan, Parking, Use and other compliance.
21. All code violations associated with the property have been resolved.

Fire Inspection Requirements:

All fire and life safety systems shall be inspected & operational prior to issuance of a Temporary Certificate of Occupancy. All Fire Inspections must be scheduled at 941-861-2290.

Conditions of Business Use Permits

The Business Use Permit is a license that is the last step for new commercial construction and allows for the business occupying the building or tenant space to open and conduct business. It is also required for any business moving into an existing commercial space or when there is a change of use or occupancy to an existing business. The application fee is \$224.38 but if the business is on a septic system, an additional \$50 fee will apply (see below Environmental Health requirements).

Building Department Requirements:

1. All new construction, additions and all alterations or modifications of existing buildings require a building permit to be obtained from this office before any construction begins. Check with Inspection and Permitting Services at (941) 861-6678 or (941) 861-3029 for specific building permit requirements.
2. All new construction and new additions are required to comply with the Americans with Disabilities Act. Altered or modified buildings are required to be made accessible to the extent that disproportionate cost is not incurred. The priority of accessible improvements required, up to the disproportionate cost threshold is:
 - an accessible entrance must be provided
 - an accessible route to the altered area must be provided
 - at least one accessible restroom for each sex or a single unisex restroom must be provided
 - an accessible telephone(s) must be provided
 - an accessible drinking fountain(s) must be provided
 - when possible, additional accessible elements such as parking, storage, and alarms are to be provided. (F.S. 553.48. and the FBC 2017 6th Edition Accessibility)
3. All new construction and new additions are required to obtain a Certificate of Occupancy or TCO before the Business Use Permit may be issued.
4. A sign permit must be obtained prior to placement of any signs.
5. A seating plan and dimensional floor plan will be required for all assembly uses and for all eating and drinking establishments. When submitting the Business Use Permit application, the seating plan must be attached and drawn to scale. (Example: scale ¼ inch = 1 ft.) All aisle widths must be specifically indicated. Where eating and drinking establishments exceed over 100 seats applicant shall provide square footage of all eating, drinking and waiting areas.
6. No business will be permitted to install a residential or commercial cooking stove without an exhaust hood with a fire suppression system

Fire Inspection Requirements:

All fire and life safety systems shall be inspected & operational prior to issuance of a Business Use Permit. All Fire Inspections must be scheduled at 941-861-2290.

Environmental Health Requirements:

The office of Environmental Health Services will review all Business Use Permit applications for compliance the State regulations pertaining to wells and septic systems. Changes of Use, where a business utilizes a septic system may require an annual operating permit and/or upgrade of the wastewater system. For any property that is serviced by septic, a \$50.00 fee must be collected at time of submittal and a field inspection will be conducted to verify that the system is working properly and that no repairs/upgrades are in order.

Planning/Zoning Requirements:

One site plan with parking calculations must be submitted along with the Business Use Permit application.

Utilities Requirements:

Verification of all applicable utility customer service fees being paid. (Capacity fees, line extension, meter fees).

****Note: If tenancy requires notification to the Department of Business and Professional Regulations or Department of Agriculture and Consumer Services, the applicant will be responsible to contact and obtain the required approval. Once the approval has been obtained, the applicant must provide this office with a copy to be filed with the Business Use Permit office copy. A brochure is available as a guide for plan review for public food establishments – please ask for one.**

TCO and Business Use Permit Contact information

- Fire Inspections – Telephone – 861-2290
(Note – Zoning, Building and Health Reviews must be approved prior to fire inspection to being scheduled)
- Sarasota County Health Department, Office of Environmental Health Services
Telephone – North County – 861-6133 South County - 861-3310
- Planning/Zoning – Telephone – 861-6161
- Building/Permit Center – Telephone - North County- 861-6678 or South County- 861-3029
- Land Development – Telephone - North County- 861-6576
- Impact Fee Administrator – Telephone - 861-0826
- Public Utilities Customer Service– Telephone - 861-6790
- *Food Services, Department of Professional and Business Regulations, Division of Hotels and Restaurants
Telephone – 850-487-1395
- *Department of Agriculture & Consumer Services (Produce Stands, Seafood Markets, etc.)
Telephone – 1-800-435-7352