



City of Stuart
121 SW Flagler Ave.
Stuart, FL 34994
development@ci.stuart.fl.us
(772) 288-5326

Received by: _____

Change of Use/Occupancy Application

Application must be typed or printed legibly in ink and complete all relevant fields.

Project ID# _____

(Staff Entry)

BUSINESS INFORMATION

Date of Application:		Parcel ID#:	
Street Number:		Street Name:	
Type:	Direction:	Unit/Suite:	Zoning:
Business Name:			
Business Contact:	Phone #:	Email:	

PROPERTY OWNERSHIP DETAILS

Full Legal Name, Agency, or Business:		
Property Owner's Mailing Address:		
Owner's Contact:	Phone #:	Email:
Description of Proposed Business:		

REQUIRED DOCUMENTS

1. Survey (Which may be waived by the Development Director) shall include but not limited to:
2. Proposed Floor plan including life safety plan
3. ADA compliance required for commercial use
4. Written description of proposed use
5. If construction work is being done, additional permits are required
6. Change of use requires building conforms to current code
7. Additional data/information as may be determined by the Development Director or Building Official

EXISTING USE

PROPOSED USE

Assembly (see Section 303)	Assembly (see Section 303)
Business (see Section 304)	Business (see Section 304)
Educational (see Section 305)	Educational (see Section 305)
Factory and Industrial (see Section 306)	Factory and Industrial (see Section 306)
High Hazard (see Section 307)	High Hazard (see Section 307)
Institutional (see Section 308)	Institutional (see Section 308)
Mercantile (see Section 309)	Mercantile (see Section 309)
Residential (see Section 310)	Residential (see Section 310)
Storage (see Section 311)	Storage (see Section 311)
Utility and Miscellaneous (see Section 312)	Utility and Miscellaneous (see Section 312)
Day Care (see Section 313)	Day Care (see Section 313)
As defined in Chapter 3 of the Florida Building Code	As defined in Chapter 3 of the Florida Building Code

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.

Statement of Ownership and Designation of Authorized Agent

(Please Print or Type)

Before me, the undersigned authority, personally appeared _____

Who, being by me first duly sworn, on oath deposed and says:

1. That he/she is the fee simple title owner of the property described in the attached Legal Description.
2. That he/she is requesting approval of a _____ in the City of Stuart, FL.
3. That he/she has appointed _____ to act as an authorized agent on his/her behalf to accomplish the above project.

Name of Owner: _____

Signature of Owner:

By: Name/Title

Street Address

City, State, Zip Code

P.O. Box

City, State, Zip Code

Telephone Number

Fax Number

Email Address:

STATE OF FLORIDA, COUNTY OF _____

Sworn and subscribed before me by means of ___ physical presence or ___ online notarization, this

_____ day of _____, _____ By _____.

Personally Known OR Produced Identification
Type of Identification Produced:

Notary Public

My Commission expires:

Financial Responsibility Form

(Please Print or Type)

The Undersigned, as the Property Owner, Lessee, Contract Purchaser, or Applicant (circle one), acknowledges responsibility for all City expenses associated with the referenced application (s) including time spent by the City's consultants and further acknowledges that payment of consultant fees will be made prior to the receipt of the consultant comments.

Name:
Title:
Company:
Company Address:

City/State/Zip Code:
Telephone Number:
Facsimile Number:
Email Address (optional):

I hereby certify that all information contained herein is true and correct.

1. Signed this _____ day of _____, 20____.

Signature of Property Owner, Lessee, Contract Purchaser or Applicant (circle one)