



Change of Use Bulletin # 7

Department of Planning and Land Services, June 2007
Division of Building Safety and Inspection for 2006 I Codes

**Change of Use or change in the character of the use
(Information by applicant)**

Address: _____

Business Name: _____

Proposed Business Type: _____

Previous Business Type: _____

***Vacant:** if so, how long? _____

Owner(s) Name: _____

Address: _____

Phone: (____) _____

Date business started or is scheduled to start at this location: _____

County Review by: _____		
Proposed business is a Group _____, Division _____ Occupancy		
Previous business was a Group _____, Division _____ Occupancy		
YES	NO	#1 Is this business a change of use (business type) from the previous tenant? If yes, a BPCO for a new Certificate of Occupancy is required. Requires 2 floor plans and 2 site plans for building plus items on submittal standard.
YES	NO	#2 Was any building remodeling done, or is any planned when opening this business? If yes, a BPCO is required for the remodeled area. A new Certificate of Occupancy will be issued automatically with this BPCO for the remodel work.
YES	NO	#3 Was any Plumbing work done, or is any planned? If yes, a plumbing permit is required. In addition, if no building remodel work is done a BPCO for a new CO will be required if #1 is yes.
YES	NO	#4 Was any Mechanical work done or is any planned? If yes, a mechanical permit is required. In addition, if no building remodel work is done a BPCO for a new CO will be required if #1 is yes.
<p>If all answers are NO, a building permit is not required. A copy of this form shall be routed to Planning division of PALS, Public Works & Utilities and the Fire Prevention Bureau. Other requirements may be identified by these departments.</p> <p style="text-align: center;">* If building has been vacant more than 12 months, refer applicant to Planning.</p>		

Partial Occupancy List

A 1 IBC 303	Assembly building usually with fixed seating, intended for the production and viewing of the performing arts or motion pictures.		
A 2 IBC 303	Assembly building intended for food and/ or drink consumption.	H 5 IBC 307.7	Semiconductor fabrication.
A 3 IBC 303	Assembly building intended for worship, recreation or amusement.	H 4 IBC 307.6	Occupancies with materials in excess of exempt amounts of Health hazards.
A 4 IBC 303	Assembly intended for viewing of indoor sporting events and activities with spectator seating.	I 1 IBC 308.2	Residential board and care facilities, Assisted living facilities, Halfway houses, Group homes, Congregate care facilities, Social rehabilitation facilities, Alcohol, and drug centers Convalescent facilities
A 5 IBC 303	Assembly uses intended for participation in or viewing outdoor activities		
B IBC 304	Animal hospital, kennels, pounds, automobile/vehicle showrooms, banks, barber shop, beauty shop, car wash, civic administration, outpatient clinic and medical office, dry cleaning pickup and delivery, electronic data processing, fire station, florist/nurseries,	I 2 IBC 308.3	Hospitals Nursing homes(both intermediate- care facilities and skilled nursing facilities) Mental hospitals Detoxification facilities
E IBC 305	Educational Group E occupancy, Day care.	I 3 IBC 308.4	Prisons Jails, Reformatories, Detention centers ,Correctional centers, & Prerelease centers
F 1 IBC 306.2	Factory for: aircraft, appliances, athletic equipment, motor vehicles, bakeries, alcoholic beverages ,bicycles, boats, brooms/brushes, business machines, canvas, camera, see 306.2 for more.	M IBC 309	Department stores, Drug stores, Markets ,Motor fuel- dispensing facilities, Retail, or wholesale stores Sales rooms
F 2 IBC 306.3	Factory for: nonalcoholic beverages, ceramics, foundries, glass, gypsum, ice, steel products - fabrication and assembly	R 1 & R 2 IBC 310	Hotels and apartment houses, congregate residences (accommodating over 10) See state amendment 308.5.2 and 310.1 for LC occupancies, group care.
H 1 IBC 307.3	Occupancies with materials representing a high explosion hazard.	R-3 IRC	Dwellings and lodging houses, congregate residences (accommodating less than 10) See state amendment 310.1 for LC occupancies, group care.
H 2 IBC 307.4	Occupancies with materials or combustible dust or flammable gasses representing a high explosion hazard.	S 1 IBC 311.2	Moderate hazard storage -Aerosols, Levels 2 and 3 Aircraft repair hangar Bags; cloth, burlap and paper Bamboos and rattan Baskets
H 3 IBC 307.5	Occupancies where flammable solids, other than combustible dust, are created.	S 2 IBC 311.3	Low-Hazard storage: beer or wine in metal or ceramic containers, cement in bags, cold storage, dairy products in non-wax containers
H 2 IBC 307.4	Repair garages, Aircraft repair and heliports not classified as S, welding on vehicles.	U IBC 312	Private garages, carports, sheds up to 3,000 sf with conditions and agricultural buildings to 1,000 sf.