



Marion County Building Department  
 2710 East Silver Springs Boulevard  
 Ocala, Florida 34470

Phone: (352) 438-2400 Fax: (352) 438-2401

Website: [www.marioncountyfl.org/Building/building\\_default.aspx](http://www.marioncountyfl.org/Building/building_default.aspx)

## Checklist

### New Occupancy

Documents may be copied; signatures must be original

**This application is required for a change of occupancy, new tenant, or change of owner for an existing business; where NO WORK will be done that requires a construction permit.**

Office Use

Permit Application	Completed and signed by: Owner - if submitting permit application as Owner/Builder Tenant - Notarized Authorization Letter signed by owner or Lease Agreement. Subcontractor - if one is used (name; signature/email required on permit application) Licensed Contractor - if contractor is submitting permit application Note: Signatures must be notarized if project cost is over \$2,500 (Building Department Service Representatives provide notary services)
Site Plans	Two (2) site plans indicating the size, of the property. Indicate the location of the unit being occupied. Show the parking layout, to include handicap parking.
Floor Plan	If change of occupancy use provide, two (2) copies of the Floor Plan; show walls, dimension of areas, egress, bathroom and drinking fixtures.
Commercial Reconnect Information Sheet	Lists the square footage and previous use and new occupancy use.

I certify that this application includes all of the required items listed above. I understand this packet will be rejected if any required documents are missing or incomplete.

\_\_\_\_\_  
 Print Name of Applicant/Contractor

\_\_\_\_\_  
 Signature of Applicant/Contractor

\_\_\_\_\_  
 Date

**For Office Use Only**

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_ Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_