



The following guidelines are meant to assist customers who intend to open a new business in an existing space.

City of Sanford Ordinance #4350 (Florida Building Code Section 111.1.1)

“Prior to any business, restaurant or other commercial establishment opening for business, a permit will always be required.”

Why is a permit always required?

- The existing space that the business will occupy may not meet the minimum occupancy requirements of the Florida Building Code.
- Life Safety, Egress and Accessibility requirements must be verified.

What must be submitted?

- At the minimum, a life safety plan must be submitted
- Plans must include an existing vs proposed layout of the space
- A design professional is required to sign & seal the plans and certify the intended occupancy of all spaces in the building, existing and proposed.
- Accessibility & Egress requirements must be addressed
- Any changes to the building or structure, or addition of framing, electric, plumbing, mechanical or gas will be required to be shown on the plans.
- All normal permitting documents, as stated on the Commercial Permit Checklist, are required.

Why is a Design Professional required?

- The Design Professional is the only person who can legally certify the occupancy of a space for its intended use.

Is a Licensed Contractor required?

- Yes, if the space is rented or leased.
- No, if you own the entire building and the entire building will be used solely to operate your business. There may be additional requirements to be met.

Are there any other requirements?

- Possibly... please check with all other city departments for their requirements.