



SECTION 5.04

UDO Permit: Change of Use/Interior Fit-Up

A Change of Use or Interior Fit-Up may affect various existing conditions of a site. The extent of these changes could cause the need for site modifications to accommodate the new use. For example, all change of uses or interior fit-ups must meet the minimum parking requirements, drive-thru stacking, etc. See UDO Section 9.05, C. to verify what types of use changes or fit-ups require a UDO Permit.

General Information on Change of Use/Interior Fit-Up Procedures:

Expected Review Time: Approximately 5-10 business days

Primary Processing Department: Building Codes Enforcement

Departments involved in Preliminary review process: Building Codes Enforcement, Planning & Zoning, and Engineering

- For information regarding parking requirements see UDO Section 7.04
- All changes of use or interior fit-ups will require information regarding compliance with the sewer use ordinance to be reviewed by the Department of Engineering before Building Permit can be obtained. [Amended Resolution #07-25]
- A Change of Use that requires an expansion of the existing structure may be required to go through the Development Plan approval process depending on the size of the expansion and the zoning district in which it is located as specified in the Architectural and Site Design Requirements for the particular zoning district in the UDO. See Section 4.00 of this manual for more information on the Development Plan approval process.
- UDO Permits for a Change of Use or Interior Fit-up are applied for through the Building Permit procedure. See Section 10.01 of this manual for more information.

Change of Use from Non-Residential to Non-Residential /Interior Fit-Up Procedures:

Expected Review Time: Approximately 5-10 business days

Primary Processing Department: Building Codes Enforcement

Departments involved in Preliminary review process: Building Codes Enforcement, Planning & Zoning, and Engineering

A Change of Use from a non-residential use to another non-residential use, or an interior Fit-up will be reviewed administratively following the procedures for a UDO Permit with Building Permit. See Section 5.01 for more information. If alterations are being made to the building façade, or any building addition that either individually or in the aggregate exceeds 20% of the gross floor area of the building in accordance with the UDO, a Development Plan Petition may be required to be submitted for consideration as specified in the UDO. (See Section 4.00 of this manual for more information.) If the proposed new use is allowed in the specific zoning district through the grant of a special exception, then a Special Exception Use Petition must be submitted for consideration as specified in the UDO. (See Section 6.01 of this manual for more information.) [Amended Resolution #03-25, Amended Resolution #07-31]*

Change of Use from Residential to Non-Residential Procedures:

Expected Review Time: Contingent upon the type of Petition required

Primary Processing Department: Planning & Zoning

Departments involved in Preliminary review process: Planning & Zoning, Engineering, Parks & Recreation, Fire & Rescue, Public Works, and Water Quality. [Amended Resolution #07-31]*

A Change of Use from a residential use to a non-residential use will be reviewed using either the Development Plan procedures, or the Special Exception Use procedures depending on the type of use proposed and the zoning district of the property. See Section 4.00 in this manual for more information on Development Plan Review, or Section 6.01 for Special Exception Review.
[Amended Resolution #03-25]