

CHANGE OF USE OR OCCUPANCY

Latah County Planning & Building Department Guide

What Is a Change of Use or Occupancy?

A **change of use or occupancy** happens when a building or space is used for something different than what it was originally designed or approved for.

When Does This Apply?

You may need a permit if you plan to: - Convert a garage or shop into living space - Run a business from your home or shop - Change a building from one use type to another

Do I Need a Permit?

Yes. A permit is required **before** making any change of use or occupancy.

Why Does This Matter?

Changing how a building is used can affect **Life safety** (fire safety, exits, occupancy limits), **Zoning compliance** and **Building code requirements**

What Should I Do First?

Contact the Planning and Building Department before starting your project. Early coordination can save you time and money.

Can I Run a Business From My Home Without an Occupancy Change?

Sometimes. Some home-based businesses are allowed without a change of occupancy. Requirements vary based on zoning and building regulations—please check with the Planning and Building Department.

How Do I Apply?

Submit an application through the **Planning and Building Department**. Staff can help guide you through the process.

Will I Need a Design Professional?

In some cases, yes. You may need an architect or engineer licensed in the State of Idaho if your project involves structural changes, accessibility requirements, public access or certain occupancy changes

Need Help?

We're here to help—contact the Latah County Planning and Building Department with any questions before you begin your project.

This handout is intended as a general guide. Additional requirements may apply based on your specific project.