



## Conversion of an Existing Apartment

If you're planning to convert existing apartment units into Short-Term Rental or Lodging units (also known as Apartment-Hotel units), this guide outlines the Building Department's steps and requirements. You may also review the [Planning Department Determination #2019-01: Apartment Hotel and Condo Hotel](#).

### STEP 1: APPLY FOR A BUILDING PERMIT IN IBUILD

When filling out your permit application, make sure to select the correct options:

- **Job Category:** Choose **Remodeling/Repairs**
- **Proposed Property Type:** Select **Commercial**
- **Work Item (Lodging Section):** Choose **Apartment Hotel**

This ensures your application is routed correctly and reviewed under the proper guidelines.

### STEP 2: FLORIDA BUILDING CODE REQUIREMENTS

**Before you begin the permit process**, it's important to know how many units have already been converted to Short Term Rental/Lodging in your building. Why? If more than 25% of the total units within the building are converted, this triggers a **Change of Occupancy** for the entire building, as required by [Fla Stat. 509.242](#) and [FBC Interpretation No. 179](#).

#### 2.a. If converting your unit(s) keeps the building at 25% or less, you'll need to:

- Show that your construction documents comply with **the Florida Building Code Accessibility Section 224** for all converted units.
- For sections like **FBC 224.6**, which only require a percentage of units to comply, that percentage is based on the number of units being converted – not the total units in the building.
- Indicate whether amenities (like the gym, pool, or spa) will be used by Short-Term Rental/Lodging guests. If so, those amenities must also meet accessibility requirements.

#### 2.b. If converting your unit(s) pushes the building over 25%, you'll need to

- Ensure your construction documents meet **R-1 requirements** under **Florida Building Code Existing – Chapter 10**.
- Check with the **City of Miami Fire Department** for any additional fire safety requirements.

For reference, see [Fla Stat. 509.242](#) and [FBC Interpretation No. 179](#).

### STEP 3: SUBMIT REQUIRED DOCUMENTS FOR BUILDING

Here's what you'll need to upload to **ProjectDox** (note: additional documents may be requested):

- **Project Data Sheet:** Used to calculate accessibility compliance and the percentage of Short-Term Rental/Lodging units. **See the Sample Project Data Sheet for guidance.**
- **Construction Plans:** Include Architectural, Life-Safety, Mechanical, Electrical, and Plumbing plans that show compliance with Florida Building Code.
- **For Proof of Unit Conversion, you must upload:**
  - Current/Active **Certificate of Use (CU)** from the Zoning Department
  - Current/Active **Certificate of Occupancy (CO)** from the Building Department
  - Completed **Short-Term Rental Evaluation Form** (accessible on the Step-by-Step application page).

Taking the time to follow these steps carefully will help ensure your project meets all legal and safety requirements – and moves through the permitting process smoothly.