



## Conversion of an Existing Mixed-Use Condo/Hotel

If you're planning to convert existing units into Short-Term Rental or Lodging units (also known as Condo-Hotel units) within a Mixed-Use building, 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

When submitting your permit application, select the following options:

- **Job Category: Remodeling/Repairs**
- **Proposed Property Type: Commercial**
- **Work Items: Condo-Hotel**

Note: Due to individual ownership of condominium units, each unit being converted requires a separate permit.

### 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:

Your construction documents **must demonstrate** compliance with the **Florida Building Code Accessibility Section 224** for all converted units.

- For provisions like FBC 224.6, which require only a percentage of units to comply, the percentage is based on the number of units being converted, not the total units in the building
- Indicate whether amenities (e.g., gym, pool, spa) will be accessible to Short-Term Rental/Lodging guests. If so, those amenities must meet accessibility requirements

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

Construction documents must demonstrate full compliance with R-1 requirements under Florida Building Code Existing – Chapter 10. Additional fire safety requirements may apply; consult the City of Miami Fire Department.

### STEP 3. SUBMIT REQUIRED DOCUMENTS

This is not a complete list; additional documentation 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)

Percentage calculations will be based on finalized permits and submitted permit applications. Applications not yet finalized will be considered based on their submission date.