



## New Construction – Mixed-Use Apartment & Lodging

If you've already started the permitting process and want to add Short Term Rental/Lodging to your project this guide walks you through the City of Miami Building Department's steps and requirements. You may also review the [Planning Department Determination #2019-01: Apartment Hotel and Condo Hotel](#).

**Note:** This process applies if you've already submitted a building permit application and are either waiting for approval or have received the permit but haven't finalized it yet.

### STEP 1: UPDATE YOUR PERMIT – REWORK OR REVISION

Depending on where you are in the permitting process, you'll need to take one of the following actions:

- **Rework:** If your permit hasn't been approved yet, contact the Permit Counter directly to request a "Rework" to update your plans.
- **Revision:** If your permit has been issued but not finalized, submit a "Revision" request in iBuild using the same work items:
  - *Apartment Hotel*

### STEP 2: FLORIDA BUILDING CODE REQUIREMENTS

#### KEY THRESHOLD: 25% CONVERSION RULE

If more than 25% of the building's Apartment units are being converted to Short-Term Rental/Lodging, the building is classified as "Transient" and must meet R-1 occupancy requirements under the Florida Building Code. [See Fla Stat. 509.242](#) and [FBC Interpretation No. 179](#).

#### 2.a. If converting 25% or less of total units:

- Construction documents must show compliance with FBC Accessibility Section 224 for all converted units.
- If amenities (e.g., gym, pool, spa) will be accessible to Short-Term Rental/Lodging guests, they must also meet FBC accessibility standards.

#### 2.b. If converting more than 25% of total units:

- Construction documents must demonstrate full compliance with R-1 requirements.
- Additional fire safety measures may be required, and you should consult the **City of Miami Fire Department** for additional requirements.

### STEP 3: SUBMIT REQUIRED DOCUMENTS

**This is a general list—additional items may be requested during review.**

- **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.