



Change of Use or Occupancy

Description: Change of use or occupancy where no work or construction is taking place but use or occupant load is changed; OR interior alteration (commercial) for existing spaces with construction work

Permit Type: BD Interior Alteration (Comm) (Primary)
BD Change of Use

Documents Required

Forms and applications available at <https://www.cityofdoral.com/all-departments/building/forms-building/>

- Permit Application signed by property owner and qualifier
- Property Appraiser Summary
- Sunbiz Info for Property Owner (if applicable)
- Plans, elevations, and specifications necessary to convey scope of work
- Flood Legend showing Flood Zone, Base Flood Elevation (BFE) and FIRM Panel Number

Reviews Required (Typically; other reviews may be required based on scope of work)

- | | |
|--|--|
| <input type="checkbox"/> Planning | <input type="checkbox"/> Public Works |
| <input checked="" type="checkbox"/> Zoning | <input checked="" type="checkbox"/> Traffic |
| <input checked="" type="checkbox"/> Building/Accessibility | <input type="checkbox"/> New Construction |
| <input checked="" type="checkbox"/> Electrical (interior alteration) | <input type="checkbox"/> Construction Access |
| <input checked="" type="checkbox"/> Plumbing | <input checked="" type="checkbox"/> Outside Agency Approvals ¹ |
| <input checked="" type="checkbox"/> Structural | <input checked="" type="checkbox"/> DERM ² <input checked="" type="checkbox"/> Fire |
| <input checked="" type="checkbox"/> Floodplain | <input type="checkbox"/> DOH <input type="checkbox"/> AHCA |
| <input checked="" type="checkbox"/> Mechanical (interior alteration) | <input type="checkbox"/> Army COE <input type="checkbox"/> SFWMD |
| <input type="checkbox"/> Roofing | <input type="checkbox"/> Other: _____ |

Inspections Required

- Zoning Final
- Building Final
- Others as required for scope of work

Resources Needed

- Florida Building Code <http://www.floridabuilding.org>
- Property Appraiser <https://www.miamidade.gov/Apps/PA/propertysearch/#/>
- Sunbiz <https://dos.myflorida.com/sunbiz/>
- CSS / Permitting Portal www.cityofdoral.com/permitting
- MDC Microfilm <https://bldgappl.miamidade.gov/microfilm/>
- MDC Permitting Portal <https://www.miamidade.gov/Apps/RER/EPSPortal>
- Flood Legend <https://www.cityofdoral.com/all-departments/building/forms-building/floodplain-requirements-for-existing-building-design>
- Doral Business Licensing <https://www.cityofdoral.com/all-departments/planning-and-zoning/business-license/>

See next page for process requirements.

¹ Applicant must submit to Miami Dade County RER Departments (Fire, DERM, WASD, etc.), if applicable.

² DERM Review required for diesel generators or tanks



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Process Requirements

Step 1: Determine **existing** use and occupancy.

- Verify with the Planning & Zoning Department that the proposed use is permitted under the city's approved Land Use & Comprehensive Plans. Refer to CSS for:
 - Preliminary Zoning Verification Review
 - PZ Zoning Determination Letter
 - Preliminary Zoning Verification Review
- Your design professional can verify in the Florida Building Code if the proposed change of use is allowed for the size and type of structure.
- Obtain the last permitted set of drawings.
 - If the building or space has been built or updated since 2004, records can be obtained via the permitting portal via **BD Records Request**.
 - If the building or space has not been updated since 2004 and was constructed before 2004, reach out to the Miami Dade Microfilm Section for an appointment to obtain plans.

Step 2: If the change of use is allowed, apply for a permit to the City of Doral Building Department.

- If no construction or work is taking place and applicant is simply moving into the space, applicant can use **BD Change of Use**. A Design Professional (architect or engineer) will verify that the proposed use of the space complies with square footage, life safety provisions (exits, egress, fire alarm, fire sprinkler, etc.), and restroom requirements of the **Existing Building** code.
- If an applicant intends to alter the space, a building permit is required, and the applicant can use **BD Interior Alteration (Commercial)** to apply.

Step 3: All [applications](#) must be filled out completely and include the following information:

- The name and address of the property owner
- The address of the property
- The proposed new use of the property according to **Florida Building Code, Chapter 3 Use & Occupancy** and occupant load calculated using **Chapter 10 Table 1004.5**
- Signed & sealed plans and specifications for the proposed change of use including:
 - Square footage and use of spaces (conference rooms, warehouse, offices, etc.)
 - Ingress/egress points including doors, stairs, ramps, etc.
 - Parking (including accessible or ADA-compliant parking)
 - Restrooms (including water closets or toilets, lavatories, or sinks, drinking fountains, and mop sinks) based on proposed use using **Florida Building Code – Plumbing Volume Chapter 4 Table 403.1**.
 - Floodplain Criteria – See Floodplain Requirements for Existing Building Design under the Forms section at www.cityofdoral.com/building.
 - Life Safety Data
- Payment of all permitting fees

Step 4: The City of Doral Development Services Departments will review the application and determine whether the proposed change of use complies with applicable laws, rules and codes.



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- For most commercial applications, review by Miami Dade County will be required for Fire, Water/Sewer, Environmental and Traffic, at a minimum. Miami Dade County permitting portal.
- Once the applicant has submitted to the city, they can apply with Miami Dade County. Please see [MDC](#) Permitting Portal for more information.

Step 5: If the proposed change of use complies with the applicable codes, the building department will issue a permit once agencies are approved, and all fees are paid.

Step 6: The applicant must then complete the associated interior alteration in accordance with the plans and specifications that were submitted with the application. If no work is anticipated, applicant will schedule a final inspection.

Step 7: Inspections are required to monitor the progress of the work. Inspections are scheduled online via the permitting portal. Review your Permit Snapshot Report found in your permitting portal under “attachments” for required inspections. Inspections may be scheduled for the next day before 3pm. 99% of inspections are completed for the day requested.

Step 8: When inspections have concluded, the building department will issue a certificate of occupancy (CO) for the new use of the property which will indicate the total occupancy for the space. The CO allows the Licensing Division to issue a Certificate of Use (CU) and a Business Tax Receipt (BTR). See more [here](#).

- Initial applications for a BTR will be required to obtain approval from Miami-Dade County Fire and DERM divisions. This is a separate approval from the construction permitting process.
- BTR's are renewable annually.
- If applicable, Miami Dade County Fire Rescue will also issue an annual operating permit and may conduct an annual life safety inspection.

This concludes the Change of Use process.