

Purpose

This handout summarizes the requirements for a complete plan review submittal when an existing garage in a single-family dwelling is converted to a habitable area (i.e., living room, bedroom, playroom, etc.). Current code regulations require building permits when buildings are constructed, altered, or improved. Therefore, the following guideline shall be reviewed before commencing any work.

Permits Required

A building permit is required for the following type of work:

- Complete attached and detached garage conversion to living space(s).
- Partial garage conversions to living space(s).

Special Requirements

Planning

- Contact Planning staff for any off-street parking requirements prior to submittal of plans.

Partial conversions where a garage space will remain:

- Show location and fire-rating detail of **modified one-hour occupancy** separation wall applied only to the garage side consisting of:
 - 1) 1/2-in gypsum board; 5/8-in Type X gypsum board or equivalent required for garages beneath habitable rooms above.
 - 2) Solid wood door; solid; or honeycomb core steel door not less than 1 3/8-in thick, self-closing and self-latching OR 20-minute, self-closing /self-latching door.
 - 3) 0.019-in sheet steel for ducting penetrating the walls or ceilings separating the dwelling from the garage.

Under no circumstances shall a private garage have an opening into a room used for sleeping purposes. (CRC R302.5.1)

When the conversion includes a bedroom:

- Show location of smoke detectors in all bedrooms and outside hallways leading to bedrooms; emergency egress window (minimum 5.7 Ft² clear opening, 24-in minimum opening height, 20-in minimum opening width, and not more than 44-in above floor opening directly to street/yard).
- Smoke detectors required in all sleeping rooms, hallways leading to sleeping rooms, and multi-levels.
- Carbon monoxide alarms shall be installed outside of each separate dwelling unit sleeping area in the immediate vicinity of the bedroom(s) and on every level of a dwelling unit including basements.

For all habitable spaces:

- Show source of natural light and ventilation (minimum light at 8%; ventilation at 4% of floor area); heating system capable of maintaining a room temperature of 68°F at a point 3-ft above the floor.
- Minimum size for a habitable room is 70 Ft², minimum 7-ft wide.

Fees

Building fees are based on the total value of all construction work (including labor and materials). Consult with a permit technician for details.

Plan Submittal for Construction

COVER SHEET

- Legal job address and APN (assessor's parcel number); Sheet Index.
- Names, addresses, phone numbers of building owner, contractor, and designer.
- Written job description of work; current applicable codes; type of construction (V-B); occupancy classifications (R-3 dwelling / U-1 garage); if installing / modifying a fire sprinkler system; total building area (sq. ft. breakdown for dwelling, garage, porches); zoning.

Codes & Building Design Criteria	
<i>must be noted on the cover sheet of your plan submittal</i>	
2022 California Residential Code (2021 IRC)	2022 California Mechanical Code (2021 UMC)
2022 California Plumbing Code (2021 UPC)	2022 California Electrical Code (2020 NEC)
2022 California Fire Code (2021 IFC)	2022 California Energy Standards
2022 California Green Building Standards Code	

SITE PLAN

- Lot and parcel dimensions; building location and setback distances to property lines, easements and other buildings; north arrow; location of gas/electrical/water meters; septic/well systems (as applicable).
- Off street parking location.

FLOOR PLAN

- Existing plan layout identifying all rooms and proposed layout of new uses; window and door schedules.

EXTERIOR ELEVATIONS

- Minimum of two exterior elevations identifying finish materials, colors, interior wall covering.

FRAMING AND MEP PLANS

- Proposed floor, wall, roof framing plans; size and direction of framing member (example: 2 x 8 @ 16-in o.c.); span and length between supports; location and size of opening supports (headers); type and grade of lumber used for framing.
- Shear wall or braced wall panel location(s), length, detail references.
- If filling the existing garage door opening with a new wall, provide entire wall framing detail from foundation to roof members showing load-path connections; bracing type; ceiling/wall/floor insulation values; ceiling height dimension.
- Show method of sealing the existing slab.
- Provide slab foundation detail
- Mechanical, Electrical and Plumbing plans - identify size and location of main and sub-panels; receptacle outlets (arc-fault receptacles in new bedrooms only), required GFCI locations (in bathrooms), switches, light fixtures; plumbing fixtures; duct layout.

ENERGY COMPLIANCE

- Energy compliance demonstration (Title 24) is required for areas that are newly conditioned.

CALGREEN

- CalGreen checklist on full size drawings