Building Permit Submittal Requirements
Garage Conversion

Note: Garage conversions are restricted. Please contact the Planning Department prior to moving forward.

Project Information
Required

• **Name of Designer**: The printed name, address, telephone number and signature of the person who prepared the plans.
• **Address and Owner**: The name of the legal owner of the property and the street address of the property.
• **Scope of Work**: State the complete scope of work for this permit.
• **Building Area**: State the area in square feet of the existing house, the garage conversion and the total building area.

Plans Required

• **Plot Plan**: Show location of the existing building, location of easements and all other structures on the site. Show front, side and rear yard setback dimensions, dimensions to easements, and dimensions between buildings.

• **Floor Plan**: The Floor Plan must show all existing rooms as well as proposed garage conversion. Label the use of each room. Provide all door and window sizes on the plans. Make sure each bedroom has an emergency egress and rescue window or door appropriately sized. Show in detail any furred spaces and the techniques and materials utilized to provide water proofing. Note: All wooden members in contact with concrete shall be pressure treated or redwood.

• **Elevations**: Show exterior elevations or views of all sides of the building that will be affected by the garage conversion. A minimum of two (2) exterior elevations should be provided.
Room Requirements

- Habitable spaces, other than a kitchen shall not be less than 7'0” in any plan dimension.
- The minimum length and width of any habitable room shall not be less than 7’0” inches and not less than 70 square feet with the exception of the kitchen.
- Occupied spaces, habitable spaces and corridors shall have a ceiling height of not less than 7'0” inches. Exceptions exist for bathrooms, structural beams, sloped ceilings, etc. See the Building Division for specifics.
- An opening not less than 20” by 30” shall be provided to any attic area having a clear height of over 30”. A 30” minimum clear headroom in the attic space shall be provided at or above the access opening.
- Access to mechanical appliances installed in attic spaces and on roofs or elevated structures shall be in accordance with the California Mechanical Code.
- Interior spaces intended for human occupancy shall be provided with active or passive space-heating systems capable of maintaining a minimum indoor temperature of 68°F at a point 3’0” above the floor on the design heating day.
- Every space intended for human occupancy shall be provided with natural light by means of exterior glazed openings or shall be provided artificial light. Windows shall not be less than 10% of the floor area of each room nor less than 10 square feet in area. One-half (1/2) the window area shall be openable to the exterior for ventilation. Bathrooms may have a window of 1.5 square feet in area. Non-habitable rooms may be ventilated with exhaust fans. See the Building Division for specifics.
- Each new bedroom or sleeping room shall have an emergency escape window or door. See the Building Division for specifics.
- Bathroom and toilet rooms must have a ceiling height of not less than 7’00”.
- Clear space in front of a water closet shall not be less than 24”.
- No water closet shall be set closer than 15” from its center to and side wall, sink or bathtub.
- All bathroom connivance receptacles must be GFI protected.
- Gas water heaters and furnaces may not be installed in a bedroom without meeting specific requirements. See the Building Division for specifics.
- Minimum exterior wall insulation to be R-19 fiberglass batt and minimum ceiling insulation to be R-38 fiberglass batt.
- Exterior glazing to have a minimum SHGC factor of 0.40 or better and a U Factor or 0.67 or better.
- Please contact the Building Division for guidance.
- Bedrooms to be AFCI protected and general lighting to be AFCI protected.