



Conversion of Garage to Habitable Space

Policy and Procedure-B

[January] 2008

Planning Division Requirements:

The Planning Division requires the converted parking space to be replaced.

Building Division Requirements:

Submit two (2) complete sets of construction drawings (minimum 18" x 24" paper size), drawn to scale and wet signed by designer. The construction drawings are to include:

1. Site plan drawn to scale showing property lines, north arrow, easements, all existing and proposed structures with distances to property lines and between structures, and proposed covered parking.
2. Floor plan (include plumbing and electrical fixture locations and heating information). Show window sizes and method of opening.
3. Framing layout of garage door opening frame-in, cross-section of wall showing ceiling joist size and spacing, and insulation size.
4. Detail of foundation stem wall at garage door frame-in.
5. Energy calculations.
6. If the floor is to be raised using a wood structure over the concrete floor and code clearances cannot be provided, it shall be totally of pressure-treated wood or be underlain by a two-ply, hot mopped membrane or other suitable membrane, and under floor ventilation shall be provided. The ceiling height shall be a minimum of 7'6".