



COMMUNITY DEVELOPMENT DEPARTMENT
Building & Safety Inspection Division
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Conversion of Single Family Dwelling to Office/Commercial Use

Policy and Procedure-G

[January 2014]

POLICY ON CONVERSION OF SINGLE FAMILY DWELLING TO OFFICE/ COMMERCIAL USE

Listed below are the minimum requirements that shall be addressed when converting a single family residence (R-3 occupancy) to an office or retail use, (B or M occupancy). There may be additional requirements necessary upon conducting an inspection. Occupancy changes that involve an assembly use, hazardous materials or other more restrictive uses must comply with all current code requirements.

- A property evaluation conducted by the Building Inspection Division will be necessary before the submittal.
- Provide complying parking equal to one space for each 250 square feet of office area. Parking shall be designed and installed in conformance with the Public Works Department, "Parking Standard Plan" Number 134, including landscaping and irrigation.
- Provide one van accessible space for the disabled.
- Correct all unsafe electrical wiring which includes, but is not limited to, open splices, exposed romex, and accessible disconnects.
- Correct all structural deficiencies.
- Provide foundation anchorage and correct under-floor supports.
- Provide proximity to property line fire resistive wall.
- Correct all water heater & HVAC violations.
- Comply with California Building Code Section 3411.4.2 accessible features
- Remove structurally deficient additions and accessory buildings.
- The appropriate construction drawings and submittal documents prepared by a licensed architect or registered engineer shall be provided to the Building Inspection Division for approval.
- Restrooms to be made accessible or document unreasonable hardship.
- Occupancy separation between office/retail & storage.