Plan Submittal Checklist for Residential Garage Conversions

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).

Plan Submittal for Construction

Quantity

- Four (4) complete sets of plans (11-in x 17-in minimum size), all sheets signed by preparer.
- Two (2) signed sets of Title 24 energy reports.
- Completed Building Permit Application form and plan check fee paid.

Additional Requirements

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

Information

COVER SHEET

- Legal job address and APN (assessors 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 must be noted on the cover sheet of your plan submittal
- 2019 California Mechanical Code (2015 UMC)
- 2019 California Electrical Code (2014 NEC)
- 2019 California Energy Standards

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.

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.

- 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.

**Fees**

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

**Application Forms**

Building permit application forms can be obtained in the following link or requested at the Building counter located on the second floor.

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**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.

**FRAMING PLAN**

- Proposed floor, wall, roof framing plans; size and direction of framing member (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, 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.
Sample Illustration of Garage and Dwelling Separation

This sheet is for information and reference only and is not a substitute for accurate drawings prepared for each proposed construction project.

No openings (windows) allowed between garage and bedroom.

Ducts in the garage that penetrate the separation must be a minimum of 0.019" sheet steel with no openings in the garage.

Door between garage and dwelling shall be 1 3/8-in thick solid core wood, solid core steel, honeycomb core steel or a door with a 20-minute fire protection rating. Door shall be self-closing and self-latching.

Cross-section through Garage.

5/8-in Type X gypsum board is required on ceiling if there is habitable space above.

If no ceiling, extend protection to roof.

1/2-in gypsum wallboard on garage side.

1/2-in gypsum wallboard if wall adjacent to dwelling unit is not protected to roof.