



TECHNICAL BULLETIN
Residential Garage Conversions
February 2, 2005

This Technical Bulletin will provide homeowners and contractors with general information needed to determine if a residential garage conversion is feasible and what is required in order to obtain a building permit. Converting a residential garage into some other use requires a building permit.

#1 – DETERMINE WHEN THE HOUSE WAS BUILT:

- If the house was built before January 31, 1984, the garage may be converted after the issuance of a building permit.
- If the house was built on or after January 31, 1984, the garage may be converted after the issuance of a building permit **only** if parking pads for 2 vehicles are constructed directly behind the principal structure

#2 – APPLYING FOR A BUILDING PERMIT:

- If the house was built before January 31, 1984 submit the following:
 - Completed & signed building permit application
 - Signed “Deed Restriction Form”
 - 2 copies of an overall floor plan (scaled & dimensioned) of the house with details of the garage conversion including:
 - Location & type (gas/electric) of the hot water heater
 - Any walls to be removed
 - Any walls to be added
 - Any plumbing fixtures to be added/relocated/removed
 - Any electrical equipment to be added/relocated/removed
 - Any doors & windows to be added/relocated/removed
 - Energy compliance work sheet (See **Technical Bulletin** – “Energy – Additions to Single Family Homes)
 - Elevation of the garage view showing the exterior wall covering (the exterior wall covering must match the percentage of masonry on the remainder of the house)
- If the house was built on or after January 31, 1984 submit the following:
 - All of the items listed above, and
 - 2 site plans (scaled & dimensioned) showing the added paving and driveways for the 2 new parking pads
- A homeowner residing in the house as his homestead may apply for a homeowners permit if the homeowner performs all the work and is not assisted by other persons for remuneration.
- Please note that when your building permit for the garage conversion is approved, the following items must be verified code compliant before final approval:
 - New electrical receptacles in the new habitable space will be required
 - Insulation is required in new and existing walls and ceilings between the new habitable space and outside
 - The entire house and converted garage must be fitted with smoke detectors – battery operated smoke detectors okay for existing house
 - If garage is to be converted to a sleeping room, there cannot be a gas fired water heater located in a closet that has access from a bedroom