

RESIDENTIAL GARAGE CONVERSIONS PLAN SUBMITTAL CHECKLIST

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. 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).

Additional Requirements

Planning

Contact Planning Staff at **(925) 833-6610** for parking requirements and changes to the exterior of the building prior to submittal of plans.

Dublin San Ramon Services District (DSRSD)

Approval must be attained from **DSRSD** prior to issuance of the City Building Permit. To apply visit: https://selfservice.dsrdsd.com/EnerGov_Prod/SelfService#/home. If this is the first time visiting the site, you will need to sign up for an account. You can find the instructions here: <https://www.dsrdsd.com/do-business-with-us/planning-and-permitting> under DSRSD Requirements “How to register” and “How to apply for review”. Please contact DSRSD directly by email at plansubmittals@dsrdsd.com or by phone at **(925) 828-0515**.

Plan Submittal for Construction

- To submit for a permit the following information must be completed electronically through <https://dublin.ca.eprocess360.com>.
 - Please request via permits@dublin.ca.gov a copy of the instructions to submit and upload your plan submittal.

- A completed permit application worksheet. [Permit Application Form](#)
- Contractor’s City of Dublin Business License must be current.
- Provide architectural plans. Inadequate plans will be rejected.
- Title 24 energy reports signed by designer and owner.
- Completed permit application form and plan check fee payment.

Minimum Plan Requirements

Cover Sheet / Site - Job address / name, address, and phone number of property owner, contractor, designer and contact person / sheet index / written job description of work / current applicable codes / type of construction (V-B) and occupancy classifications (R-3 dwelling / U garage) / if existing fire sprinkler system / total square footage areas (itemize areas for dwelling, garage, porches).

Site Plan – Identify lot and building location / setback distances to property lines, easements and other buildings / driveway location / north arrow.

Floor Plan – Dimensioned floor plan identifying proposed layout / label all rooms / window and door size and type / rated door requirement / wall framing & attachment details / electrical diagram locating receptacle outlet types (TR, GFCI, WP), switches, light fixtures / size and location of main and sub-panels / location of new ceiling & floor registers / identify new plumbing fixtures (water closets, sinks, showers).

Elevations – If altering the exterior wall provide an exterior elevation identifying new opening(s) / construction materials / wall covering specifications.

Provisions for partial conversions where a garage space will remain:

- Provide a separation not less than 1/2-in gypsum board on garage side of all walls common to house and attic. (CRC Table-R302.6)
- 5/8-in Type X gypsum board on garage ceilings beneath habitable rooms.

- 1/2-in gypsum board on walls supporting floor/ceiling assemblies.
- 1/2-in gypsum board on garage walls less than 3 feet from dwellings on same lot.
- Dimension all windows and doors and show openable portion of windows.
- Openings from dwelling to the garage shall be 1 3/8-in solid-wood doors, solid or honeycomb-core steel doors, or 20-minute rated doors, equipped with self-closing and self-latching mechanisms unless the dwelling and garage are fully sprinklered, then doors are only required to be self-closing and self-latching. (CRC 302.5.1)
- No openings permitted (windows or doors) between a garage and sleeping rooms. (CRC R302.5.1)
- Penetrations such as ducts and pipes require approved material in annular space around penetrating item. (CRC R302.5.2)

When the conversion includes a bedroom:

- Emergency egress windows require minimum net clear opening of 5.7 ft² (exception: ground floor – 5.0 ft²), 24-in min. opening height, 20-in min. opening width, and the bottom of the clear opening not greater than 44-in measured from the floor. (CRC R310.2.1 & R310.2.2)
- Smoke alarms required in each sleeping room, outside each separate sleeping area in the immediate vicinity of the bedrooms, and on every level. (CRC R314.3)
- Carbon monoxide alarms required when dwelling unit has gas-burning appliances or an attached garage. (CRC R315.2.1)
- Carbon monoxide alarms must be outside each sleeping area and on every level including basements. (CRC R315.3)

For all habitable spaces:

- Requires source of natural light and ventilation of minimum 8% and 4% of floor area, respectively. (CRC R303.1)
- Heating system capable of maintaining a room temperature of 68°F at a point 3-ft above the floor and 2-ft from exterior walls. (CRC R303.10)
- Minimum size for a habitable room is 70 ft², minimum 7-ft wide. (CRC R304.1) except kitchen

Framing Plan

- Wall framing plan – show grade and species of lumber; size and spacing of studs; dimension ceiling height; minimum insulation per energy documents; new wall framing connection detail to roof and existing slab floor; wall finishing material.
- New exterior openings - location and size of opening supports (headers). If filling the existing

garage door opening provide a wall framing detail from foundation to roof members showing positive connections at top and bottom. (CRC Ch. 6)

- Show method of sealing the existing slab with 6-mil vapor retarder. (CRC R506.2.3)
- Provide slab foundation detail.

Title 24 Energy Compliance

Mandatory forms completed, signed and reproduced on plans. Energy compliance demonstration is required for areas converted from garage to conditioned spaces.

Fees

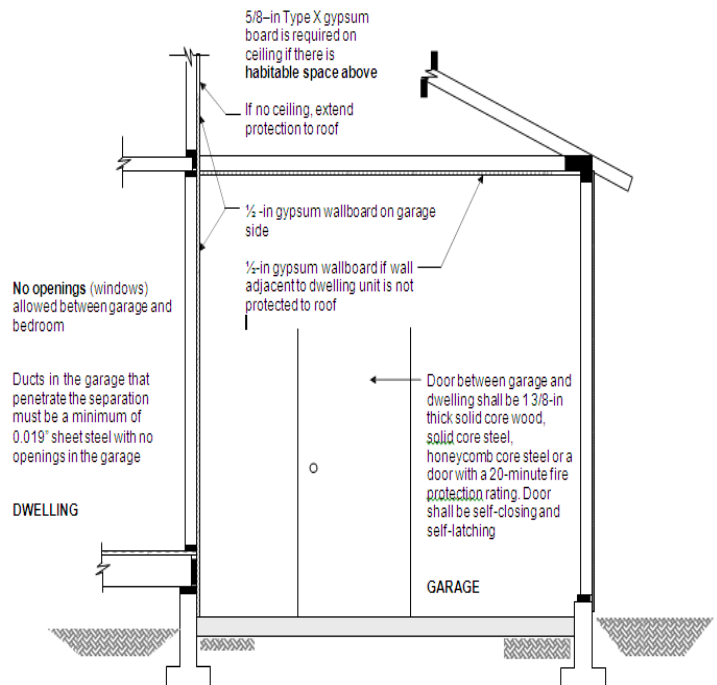
Building fees are based on the total value of all construction work (including labor and materials). Consult with a permit technician for details.

Permit Application Forms

Building permit application forms can be requested at the Building Division first floor counter or obtained in the following website:

<https://dublin.ca.gov/DocumentCenter/View/1353/Permit-Application-Worksheet>

Garage and Dwelling Separation Illustration



CROSS-SECTION THROUGH GARAGE

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

[FOR STAFF USE ONLY]

Paper Plan Submittal Instructions

Quantity

- Four (4) complete sets of plans signed by designer on minimum 11 x 17 inch paper. Inadequate plans will be rejected.
- Two (2) Title 24 energy reports signed by designer and owner.
- Completed permit application form and plan check fee payment.