



Garage Sales Office Conversions

Bulletin # 15

Department of Planning and Land Services, June 2007
Division of Building Safety and Inspection for 2006 I Codes

Procedure to Process Building Permits

Model homes with garage conversions into sales office shall be handled as follows:

1. A separate residential building is required permit for the "Temporary Office Conversion".
2. Valuation for the conversion shall be based on the square foot of garage-office area. Valuation will be 40% of V-B Office and would generate a permit and plan check fee of about \$375.
3. Assess normal plan review fee.
4. Garage floor plan and site plans are required.
5. A third residential building permit is required for conversion back to a garage. Valuation for conversion shall be the same as item 2 above.
6. Assess normal plan review fee.
7. Garage floor plan and site plans are required.
8. Base Plan and non-Base Plan model homes shall be handled the same.
9. Acceptable alternate methods for the "Temporary Office Conversion" include:
 - a) Energy Code If heated:
 1. Full depth insulation in 2x4 wall cavities.
 2. Full depth insulation in floor/ceiling joist cavities. If attic above R-30.
 3. Doors and windows in the garage-door in-fill wall shall be insulated.
 4. Windows in garage wall shall be insulated glazing.
 5. Slab insulation shall be as needed for garage use.
 - b) The space may be heated without requiring the gas appliances to be enclosed. Provide combustion air for any gas appliances.
 - c) Accessibility requirements shall be limited to the door accessing the office.