



Obtaining Permits for a Garage Conversion

General Requirements

Prepare a complete set of plans (PDF format), each wet stamped/signed by the architect and/or engineer as required¹.

Paper size (when printed) must be a minimum 22"x34" (or min. 11" X 17" for smaller projects), minimum text size 3/32" when printed, clear and readable

Basis of design must meet the currently applicable California Codes

Minimum Content within construction documents and plans

Title sheet showing:

- project address
- work scope description
- applicable codes
- index of sheets that are a part of the permit set

Complete Plot Plan showing:

- Entire lot and property boundaries
- Location of proposed construction work
- Location of existing buildings
- Distances between all buildings and property lines

Plans must clearly distinguish existing and proposed items and specifying dimensions for all new items.

Floor Plans must show the items related to the permit (as applicable):

- All Rooms and dimensions of rooms (existing and new)
- Location of all windows and doors (existing and new)
- Size and specifications for windows, doors, and other envelope items as related to the CF1R energy compliance certificate
- Locations and size of main electrical service panel and any subpanels
- Locations of electrical receptacles, switches and light fixtures
- Location of furnace or heating appliance
- Locations of plumbing fixtures
- Stair and door dimensions and landings (if new are proposed)
- Guardrail and handrail requirements (as applicable)

¹ Refer to Design Licensing requirements form at: <http://www.ci.richmond.ca.us/index.aspx?nid=2100>

Provide Title 24 Energy Compliance CF1R certificate as follows:

- Title 24 forms should be incorporated with the construction drawings – printed text to be clear and readable
- Certificate need to be wet-signed by the designer or owner and by the energy consultant

Indicate on the construction drawings how the conditioned space is moisture protected per R 506.2.3 or alternative method

- Refer to ICC advisory at the website below for an acceptable alternative
http://www.eastbayicc.org/images/Tri-Chapter/TUCC_Policy_16_-_Underfloor_Clearance_and_Ventilation.pdf

Indicate on plans how compliance for the access and venting provisions of CRC is provided for newly enclosed attic space. Refer to R806 and R807 for the requirements.

Unless the ADU is a junior ADU, indicate on plans how fire separation is provided between the dwelling units to establish compliance with R302.3

Indicate the applicable for the project mandatory requirements of CalGreen and indicate where the required items and features are specified on plans.

Refer to HCD or AIA websites for additional information and checklists:

<http://www.hcd.ca.gov/building-standards/calgreen/cal-green-forms.shtml>

<https://aiacalifornia.org/calgreen-checklists/>

If structural alterations or additions are proposed, provide Structural Plans and design documents showing:

- Design Criteria and Materials Specifications
- Foundation plan and details
- Framing plan (floors, walls, and roof) and details
- Floor plan indicating shear wall locations and details
- Statement of Special Inspections and Structural Observation (if applicable)

Structural Calculations (when engineering is required¹):

- Provide two copies – wet-signed by the Engineer of Record
- Provide two copies of wet –signed special Inspection form (if applicable). Form should be filled by the EOR and signed by all parties involved – Owner, Engineer, and Inspection Agency (all wet signatures to be on the same page).