

## Garage Conversions

Policy and Procedure No.: **B-04-17**

**Revised Sept. 2022**

### Purpose

This handout establishes a procedure for complete plan review submittals when an existing garage in a single-family dwelling is converted to a habitable area (i.e., living room, bedroom, playroom, etc.). According to current code regulations (2019 California Residential Code & 2019 California Building Code), permits are required 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)

### Online Electronic Submittal Required

All plans and supporting documents shall be submitted electronically using the eTrakit online permit portal. To access the portal, you must first register. Please reference the link below for registration instructions:

[https://cdn5-hosted.civiclive.com/UserFiles/Servers/Server\\_109585/File/Departments/Building/2019%20Forms%20and%20Handouts/eTrakit%20Online%20Building%20Permit%20Program-2.pdf](https://cdn5-hosted.civiclive.com/UserFiles/Servers/Server_109585/File/Departments/Building/2019%20Forms%20and%20Handouts/eTrakit%20Online%20Building%20Permit%20Program-2.pdf)

Once registered, you can access the eTrakit permit portal using the link below:

<https://elgr-trk.aspgov.com/eTRAKIT/>

### Project Submittal Requirements

#### Quantity

- A completed [Application for Permit](#) form. Upon submittal of plans they will be distributed to

Building Inspection & Safety and Planning Review.

- A “wet or electronic signed” and stamped calculation prepared by a professional engineer licensed in the State of California (if required).
- A Title 24 energy report.
- Payment of plan review fees shall be made during the application submittal phase. The remaining permit fees will be collected prior to permit issuance. Upon approval, a permit technician will notify you of any outstanding items and the method of making any additional payments.

### Additional Requirements

- **Elk Grove Unified School District** collects Developer Fees for residential additions & similarly, for conversions to habitable areas in excess of 500 square feet; the fees are collected by the district prior to permit issuance. Forms will be provided by Elk Grove Building & Safety during the plan review process. For current fee rates please call **(916) 686-7711**.

### Plan Review Timelines

Allow a minimum of **5** business days for the first plan review and **3** business days for all other subsequent reviews. Please allow between 24-48 hours from the plan review time line for processing.

*Note: the plan review time may be extended depending on the complexity and size of the structure.*

### Minimum Plan Requirements

#### Size

Minimum 18” x 24” and maximum 24” x 36” plans drawn to scale (i.e., floor plan: ¼” = 1’ – 0”, site plan: 1” = 20’ – 0”), fully dimensioned, clear and legible. Single line floor plans are unacceptable.

*Note: Multiple types of information can be combined on plans if clarity is maintained. This is not a*

complete list of all design requirements; additional information may be required after the plan review.

## Information

1. Cover sheet - legal job address and APN (assessors parcel number); name, address and phone number of owner, contractor and contact person; name, address and phone number, title and registration information of project design professional; description of work including current applicable codes, type of construction (V-B), occupancy classifications for single family dwelling/garage (R-3/U-1), if installing / modifying a fire sprinkler system; total building area (sq. ft. breakdown for dwelling, garage, porches); zoning; index of drawings.
2. Plot plan - lot dimension and parcel size; building location with all setback distances to property lines, easements and other buildings; north arrow; location of gas/electrical/water meters; septic/well systems (as applicable).
3. Architectural plans - floor plan layout showing existing and proposed uses; existing and proposed door/window types and sizes; minimum of two exterior elevations identifying finish materials, colors, and interior wall covering.

*For partial conversions when a garage space(s) will be maintained:* show location and fire-rating detail of **1-hr occupancy separation wall**. 1) The garage shall be separated and it's attic area by a min. 1/2" gypsum board applied to the garage side (Garages beneath habitable rooms shall use a min. 5/8" Type X gypsum board or equivalent and 2) 1-3/8" thick, self-closing, solid wood door or 20-minute, self-closing door; and 3) Min. 26 gage sheet metal for ducting penetration within the 1-hr wall.

*When the conversion includes a bedroom:* show location of smoke detector(s) and Carbon Monoxide Alarms; emergency egress clear openings of 5.7 sq. ft., 24" opening height, 20" opening width, and not more than 44" above floor opening directly to street/yard.

*For all other habitable spaces:* show source of natural light/ventilation (min. of 8%/4% of floor area)

4. Structural plans - any proposed floor/wall/roof framing plan should include direction of framing, size (e.g., 2' x 8'), spacing (16" on center), span (length between supports), and location/size of opening supports (headers).

Shear wall OR braced wall panel schedule, location, length and detail references. If filling the existing garage door opening with a new

wall, show an entire wall framing detail from foundation to roof members depicting load-path connections; bracing type; ceiling/wall/floor insulation values; ceiling height dimension. Provide a slab foundation detail with added supports if garage stem wall is retrofitted.

**Light Wood-Frame Construction:** *Plans for single family dwellings of light wood-frame construction (as defined by The 2019 CRC or 2019 CBC, Section 2308) may be prepared by any person. However, if the structure has unusual design features and deviates from conventional light-frame standards, it shall be designed following engineering standards. Engineered plans shall therefore be prepared by a professional architect or engineer, licensed in the State of California.*

5. Mechanical, Electrical and Plumbing plans - identify size and location of main and sub-panels; receptacle outlets (arc-fault circuit interrupter, combination type) installed to provide protection of the branch circuit. Required GFCI locations (in bathrooms), switches, light fixtures, plumbing fixtures and duct layout.

*\*For new bathrooms:* refer to the "**Residential Bathroom Remodel**" handout for specific requirements.

6. Energy compliance demonstration – for areas that are now conditioned. The energy compliance forms CF-1R shall be completed, signed and affixed to plans.
7. Elk Grove Zoning Code (Article IV, Chapter 23.58) requires a certain amount of on-site covered or enclosed parking spaces be provided. The addition of parking spaces must be depicted in the construction drawings. Please contact a planner at (916) 478-2265 for additional information.

## Fees

Building fees are based on the square footage of the area being improved and/or altered. Building permit related fees will be based on the total value of all construction work (including labor and materials). Consult with a permit technician for details.

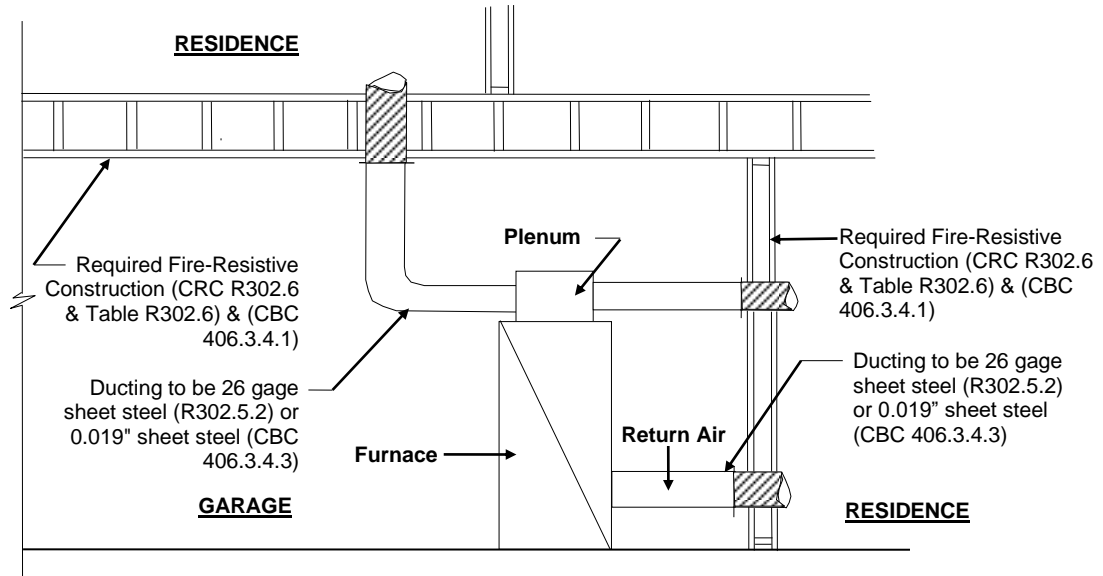
## Application Forms

An Application for Permit form may be obtained at [www.elkgrovecity.org](http://www.elkgrovecity.org) or requested at the Building Safety & Inspection office located at:

Address: **8401 Laguna Palms Way**  
Phone: **(916) 478-2235**  
Hours: **Monday through Friday**  
**8:00 am - 5:00 pm**

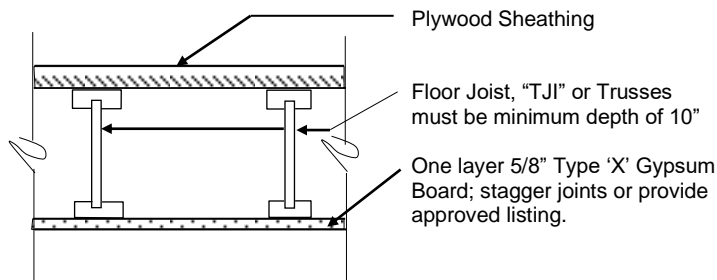
# Sample Details of 1-Hour Occupancy Separation Wall/Ceiling

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



**A. Cross-Section through Garage**

| Floor / Ceiling Construction | 1-Hour Construction   |
|------------------------------|---|
| Floor Joists - 2 Story       | One layer of 5/8" Type "X" Gypsum Board<br>(Reference: Table R302.6 or CBC 406.3.4.1) |
| Roof / Ceiling Construction  | 1-Hour Construction   |
| Ceiling Joists - 1 Story     | One layer of 1/2" Gypsum Board<br>(Reference: Table R302.6 or CBC 406.3.4.1)          |



**C. Typical Floor / Ceiling Assembly**