



Garage Sales Office Conversions

Bulletin 15

Division of Building, Safety, and Inspection for 2018 International Codes

This bulletin is designed to provide information when a garage in a residential model home is temporarily converted into a sales office.

Do I need a permit?

Yes. This is a second permit, in addition to the original house permit. This applies to both single built and base plan homes. You will need the following items to apply:

- **Residential Application Form**
- **Floor plan** showing "before" the conversion and "after". Include all new walls, doors, windows, and new plumbing or heating elements. Only doors must be accessible.
- **Energy Code Requirements** - Energy forms are not required. No additional insulation or energy code requirements (including slab, walls, ceiling, windows, doors etc.) are required.
- **Site Plan**

Fees:

Fees are calculated using the square footage of the area to be converted, multiplied by 40% of the fee of a new office area (V-B Office).

Time Limit:

The permitted use as a sales office will be limited to one year or approved by the Building Official for longer.

Converting back to a garage:

A third residential building permit is required for conversion back to a garage. You will need the following to apply:

- **Residential Application Form**
- **Floor plan** showing "before" the conversion and "after". You may re-use existing floor plans for each application.
- **Site Plan**

Fees:

Fees to convert back to a garage are calculated the same as above, using 40% of square footage of the garage space.

Any portion of the office that is not converted back to a garage will be required to meet current codes, including energy, for heated space.