



**Community Development Department**  
**11 English Street**  
**Petaluma, CA 94952**  
**<http://cityofpetaluma.net>**

Building Division  
Phone: (707) 778-4301  
Fax: (707) 778-4498  
To schedule inspections: (707) 778-4479  
Email: [cdd@ci.petaluma.ca.us](mailto:cdd@ci.petaluma.ca.us)

## **Garage Conversion (unconditioned space) to Living Space**

The following items must be provided and/or shown on the three (3) sets of plans that are submitted:

1. Completed and signed permit application.
2. Plot plans showing:
  - a. Proposed location of project (hash mark area).
  - b. North arrow.
  - c. Project address.
  - d. Show location of driveway and dimension driveway length and width.
3. Three (3) sets of plans showing existing conditions and proposed work. Provide scale on all plan sheets (i.e., 1/8", 1/4", etc.)
4. With newly conditioned space we need both green code compliance and energy compliance described on the plans.
  - a. For CalGreen compliance, please use the checklist from page 85 of the code. Check the applicable boxes or indicate "N/A".
  - b. Designate the proposed HVAC system for the new rooms, for example:  
[http://www.energy.ca.gov/title24/2013standards/res\\_compliance\\_forms/CF1R/2013-CF1R-ALT-02-E-PrescriptiveAlterationsHVAC.pdf](http://www.energy.ca.gov/title24/2013standards/res_compliance_forms/CF1R/2013-CF1R-ALT-02-E-PrescriptiveAlterationsHVAC.pdf)
  - c. Specify energy changes on the plans and provide certificate of compliance form CF-1R. Use this form where no HERS verifications are required:  
[http://www.energy.ca.gov/title24/2013standards/res\\_compliance\\_forms/Alterations\\_and\\_Additions\\_Paper\\_Forms/CF1R-ALT-05-E.pdf](http://www.energy.ca.gov/title24/2013standards/res_compliance_forms/Alterations_and_Additions_Paper_Forms/CF1R-ALT-05-E.pdf)
  - d. Energy certificate of compliance and green code compliance checklist information must be incorporated into the plan set.
5. Two (2) sets of CalGreen and Energy Compliance forms with signature of document author, designer, and owner. Provide Energy and CalGreen forms in the plans set.
6. Provide project address on all plan sheets.
7. Provide wet signature of person responsible for plans on all plan sheets.
8. Provide floor plan of existing garage and provide floor plan of proposed conversion.
9. Label usage of all rooms.
10. Show or specify method of providing heat to new habitable room or rooms.
11. Dimension total garage and dimension new rooms.
12. Dimension all windows and doors and show openable portion of windows.
13. Provide wall framing plan showing:

- a. Grade and species of all lumber.
  - b. Size and spacing of studs.
  - c. Minimum insulation value of R-13 or greater.
  - d. Anchor method of wall to existing slab floor.
14. Provide ceiling framing plan showing:
    - a. Grade and species of joist.
    - b. Size and spacing of joist.
    - c. Minimum insulation value of R-30.
    - d. Connections of joist or support of joist.
    - e. Clearly show spans of joist (dimension).
  15. Provide electrical layout plan, showing location of electrical receptacles, switches, and switched receptacles or lights.
  16. If new room or rooms are to be used as bedrooms, provide hardwired smoke alarm in each bedroom(s). Smoke and carbon monoxide alarms are required to be hard-wired with battery backup in additions and alterations where there is access for wiring in attic, basement, or crawlspace.
  17. Provide and show method of providing attic ventilation and attic access. (Minimum dimension of attic access is 22" x 30").
  18. Provide mechanical ventilation of bathroom controlled by a humidistat.
  19. If a raised wood floor is to be installed above the existing slab floor, provide details. A vapor barrier will be required between the slab and wood framing.
  20. If a bedroom is proposed, provide at least one operable window or exterior door approved for emergency escape or rescue. All escape and rescue windows from sleeping rooms shall have a minimum net clear opening of 5.7 square feet. The minimum net clear opening height dimension shall be 24 inches. The minimum net clear opening width dimension shall be 20 inches. Where windows are provided as a means of escape or rescue, they shall have a finished sill height no more than 44 inches above the floor. Per CRC R310.1.
  21. Provide foundation plan if any new bearing walls or added footage. Note that proposed building foundation design must match existing foundation design or submit soil report to justify proposed design.
  22. Specify interior wall and ceiling finish material.
  23. Specify or dimension ceiling height. Minimum ceiling height in a habitable room is 7'-0" and in bathroom, utility room, and/or kitchen, the minimum ceiling height is 7'-0".
  24. If the garage conversion is to have a kitchen, it is not a standard garage conversion, but considered a secondary unit. Please contact the Planning Department at (707) 778-4470 and comply with their requirements before applying for a permit from the Building Division or show compliance to their requirements on the plans.
  25. All habitable rooms shall have an aggregate glazing area of not less than 8 percent of the floor area of such rooms. Natural *ventilation* shall be through windows, doors, louvers or other *approved* openings to the outdoor air. Such openings shall be provided with ready access or shall otherwise be readily controllable by the building occupants. The minimum openable area to the outdoors shall be 4 percent of the floor area being ventilated.
  26. Provide showers and tubs with showers with a non-absorbent surface up to a minimum of 72" above the drain inlet.

27. If a furnace and/or AC unit is to be relocated or added, show new location on plans. New heating appliances are to be high efficiency (90% AFUE minimum).
28. Provide General lighting in the kitchen shall have lamps with an efficacy of not less than 40 lumens per watt (Pin Based Fluorescent or LED). General lighting must provide a sufficient light level for basic kitchen tasks and provide a uniform pattern of illumination. A luminaire(s) that is (are) the only lighting in a kitchen will be considered general lighting.
29. Bathroom lighting requirements are: Each room containing a shower or bathtub shall have at least one luminaire with lamp(s) with an efficacy of 40 lumens per watt (Pin Based fluorescent or LED).
30. Please specify water use of new plumbing fixtures:
  - a. Water closets, flush tank, flushometer tank, or flushometer valve operated, shall have an average consumption of not more than 1.28 gallons of water per flush for both single and dual flush toilets. [CPC 403.2]
  - b. Kitchen faucets shall have a maximum flow rate of 1.8 gpm at 60 psi.[CPC 403.6]
  - c. Lavatories faucets, wetbars, laundry sinks, or other similar use shall not have a flow rate of greater than 1.5 gpm at 60 psi. [CPC 403.7]
  - d. Showerheads shall have a maximum flow rate of 2.0 gpm at 80 psi. [CPC 408.2]
31. Shower shall have a minimum finished interior of 1024 square inches and shall also be capable of encompassing a 30" circle per CPC 408.6.
32. Please note that plans will be routed to the Fire Marshal's office for approval and may require fire sprinklers as a result of the conversion.
33. All construction shall conform to the 2013 California Residential Code based on the 2012 International Residential Code (IRC), 2013 California Mechanical Code based on the 2012 Uniform Mechanical Code (UMC), 2013 California Plumbing Code based on the 2012 Uniform Plumbing Code (UPC) by I.A.P.M.O. and the 2013 California Electrical Code based on the 2011 National Electrical Code (NEC)