

# GARAGE CONVERSION FOR SINGLE-FAMILY DWELLINGS



City of Dallas

## APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

This Checklist will provide homeowners and contractors with information needed to apply for a residential garage conversion in order to obtain a building permit. Converting a residential garage into some other use requires a building permit.

By checking each requirement, you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days after notification may result in your application being delayed and eventually discarded. A new application, the original application, complete plans and a new checklist will be required for re-submittal for plan review. This re-submittal will be treated as a new application and will be processed in the order of receipt. Complete and sign the following checklist.

- 1. Completed *Permit Application*.
- 2. Completed *Energy Compliance Path* form provided by a Registered Third Party Energy Provider.
- 3. Two (2) copies of fully dimensioned plans drawn to a standard of an overall floor plan of the house with details of the garage conversion including:
  - Label the proposed use of the converted garage (bedroom, game room, den, etc.)
  - Location and type (gas/electric) of the water heater
  - Any walls to be removed and/or added
  - Any plumbing fixtures to be added/relocated/removed
  - Any electrical equipment to be added/relocated/removed
  - Any doors and windows to be added/relocated/removed
  - Elevation of the converted garage view showing the exterior wall
  - Site plans showing north arrow, legal description, property lines and footprint of all structures, fully dimensioned and any added parking spaces, paving and/or driveways.

**NOTE:** Required off street parking must be provided as follows:

- Single Family: 1 space in R-7.5(A), R-5(A), and TH districts; 2 spaces in all other districts.
  - Duplex: 2 spaces per dwelling unit.
  - Required parking spaces must be located behind the front setback line.
  - Parking spaces cannot be tandem.
  - The minimum dimension of a parking space is 8'-6" x 18'.
  - Standard paving materials are concrete, asphalt; or, approved 6 inch gravel or stone constructed as follows:
    - Compacted subgrade
    - 6 inches of compacted gravel or stone
    - Gravel or stone must be contained by permanent curbs consisting of:
      - Concrete,
      - Treated wood,
      - Metal, or
      - Brick or stone
4. All aspects of the construction project complies with the Environmental Protection Agency (EPA) Lead; Renovation, Repair and Painting Program Rule; 40 CFR, Part 745.

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## APPLICATION CHECKLIST AND REQUIRED DOCUMENTS (CONTINUED)

### ADDITIONAL REQUIREMENTS:

1. All documents submitted for review must be drawn to a standard scale, have a minimum text size of 3/32", and a minimum drawing sheet size of 11" x 17" and a maximum drawing sheet size of 36" x 48", "E" size.
2. For projects that impact the exterior of the building (walls, windows, doors, roof, etc.) and are located in a Conservation District, a Conservation District (CD) Work Review Form must first be completed and attached to the building permit application. A CD Work Review Form may be submitted to the Permit Center; 320 E. Jefferson Blvd., Room 105.
3. For projects that impact the exterior of the building (walls, windows, doors, roof, etc.) and are located in a Historic Overlay District, a Certificate of Appropriateness (C of A) must first be issued by the Landmark Commission. C of A applications may be filed at Current Planning; 1500 Marilla St., Room 5B North.
4. Permits may only be issued to a registered contractor with the proper licenses and/or other credentials.
5. For affected projects, a *Residential Energy Compliance Certificate* must be submitted prior to final inspection.
6. Please note that when your building permit for the garage conversion is approved, the following items must be verified code compliant before final approval:
  - a. New electrical receptacles in the new habitable space will be required.
  - b. Insulation is required in new and existing walls and ceilings between the new habitable space and outside.
  - c. The entire house and converted garage must be fitted with smoke detectors – battery operated smoke detectors allowed for existing house.
  - d. The entire house and converted garage must be fitted with carbon monoxide detectors if the house contains any gas fired appliances and/or an attached garage.
  - e. If garage is to be converted to a sleeping room, there cannot be a gas fired water heater located in a closet that has access from a bedroom.

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I, \_\_\_\_\_ have read the above information and acknowledge that all required documents have been provided.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please note that staff cannot accept incomplete applications or illegible construction documents.**