Community Development Department

GARAGE TO LIVING AREA CONVERSIONS

Permit Procedures:
The following items must be submitted for review prior to a permit being issued:

1. Two (2) completed permit applications – for the conversion and new detached garage. [**PLEASE NOTE**: ***Village Code requires all residential properties to have four (4) off-street parking spaces. Therefore, if an attached garage is converted to a living area, a two-car detached garage must be provided. The garage permit must be obtained and work substantially completed prior to issuance of the permit for the garage to living area conversion*** (*VC 11-9-3-5(A)).
2. All contractors used must be licensed with the Village (*VC 9-1-2-1).
3. A letter of intent shall be included with all plumbing permit applications. The letter shall be written on business stationary of the licensed plumber of record and shall include the license holder's signature and, if the license holder is incorporated, the license holder's corporate seal. If the license holder is not incorporated, the letter must be notarized.
4. In April 2010, U.S. Environmental Protection Agency's (USEPA) new rule, the Renovation, Repair and Painting (RRP) rule, requires contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 to be certified by the USEPA and to follow specific work practices to prevent lead contamination.
5. A copy of the plat of survey showing the location of the conversion and new detached garage, overall dimensions and distances to the lot lines and other buildings on the property.
6. Two complete sets of plans are required. The plans must be drawn to scale, fully dimensioned, and show all mechanical systems. Projects valued at $10,000 or more will require an architect's stamped set of plans. Depending on the proposed structural alterations, projects valued at less than $10,000 may require an architect's stamped set of plans (*VC 9-1-2-1(A) – Subsection 106.3.4.1).

Location: *Must conform to appropriate zoning and lot coverage standards for both the converted living area and detached garage specifications*:
Setbacks: The conversion area shall be located on the lot, maintaining the minimum setbacks for the appropriate zoning district. Setbacks for an R-3 Zoning District are: front yard twenty-five feet (25'); rear yard thirty feet (30'); corner side yard twenty-five feet (25'); and side yard eight feet (8'). In certain instances, the rear yard setback may be twenty-five feet (25'). Further, in certain instances, a legal non-conforming side or corner side yard setback may be extended along one side (*VC 11-5.4-6(C)(6)(b)). The new detached garage must conform to setbacks established for detached accessory structures. Such structures may not be located in a required corner side yard or

side yard, must be located at least ten feet (10') from the principal structure, five feet (5') from any lot line and may not be located on any easement (*VC 11-4-4(D)(1)(c)).

Maximum Lot Coverage: The total ground occupied by any principal building, together with all accessory buildings, shall not exceed thirty-five percent (35%) of the total area of the lot (*VC 11-5.3-6(D)).

Specifications: *Please note that these specifications are general and* ***not*** *comprehensive. Additional changes or suggestions may be made by the inspectors during the site check to ensure compliance with Village Codes.* [**NOTE**: ***See Detached Garage handout for garage specifications***]

Foundation: A minimum of a 42" deep trenched foundation is required across the former garage door location. The foundation wall shall be poured concrete a minimum of eight inches (8") above grade (*IRC-R403 and R404).

Exterior Walls: A minimum of 2" x 4" wall construction with corner sway braces or plywood corners. Double top plates are required. All structures shall be covered with a minimum of one-half inch (½") plywood or OSB sheathing minimum. Insulated sheathing may be used where required by the energy and building code. Walls shall have a minimum R-Valve of R-20 or R-13 +5 per energy code with an interior vapor barrier (*VC 9-5-3-11). All exterior wall surfaces shall be covered with an approved water repellant membrane (Tyvek) or approved equivalent. The membrane shall be installed with the minimal number of seams. All seams shall be lapped a minimum of six inches (6") and be fastened with manufacturer's approved tape (*VC 9-5-3-7(B)). An inspection is required before siding is installed.

Air Sealing: All openings in the building envelope shall be sealed to limit air infiltration (IECC – R402.4.1).

Ceiling: Ceilings shall be insulated to a minimum R-Value of R-38 with a vapor barrier. Drywall shall be a minimum of five-eights inch (5/8") when twenty-four inch (24") on center ceiling joists are used (*VC 9-5-4-1; *IRC-R702.3.5).

Ducts: Ducts in unheated spaces shall be insulated with a min two inch (2") thick 3/4-pound density wrap, and shall be a min of R-8 in attic and R-6 in other unconditioned spaces. (*IECC-R403.2.1). Section 403.2.2 of the 2012 IECC requires air ducts systems, where any of the ducts pass outside of the conditioned space (into attics, garages, etc.), to be pressure tested for leakage with maximum leakage rates specified. The duct system now has to be tested to prove that the air leakage out of ducts is kept to an acceptable level. Testing is not required if all ducts are inside the building envelope (for example in heated basements), though all ducts are required to be sealed.

Warm Air Ducts shall be installed in slabs in approved plastic coated ductwork (*IRC-M1601.1.2).

Return Air vents are required if the room is to be used as sleeping quarters (*IRC-M1602).

Electrical Requirements of the National Electrical Code (*NEC) must be met. All wiring is required to be in metal conduit. All receptacles are required to be self-grounding. All boxes shall be four inch square (4" sq.) minimum. Arc-fault and GFCI protection may be required in certain locations. The 2012 IECC requires 75% of lamps (bulbs, tubes) within a residence to be energy efficient. This includes but is not limited to CFLs. Standard incandescent bulbs do not qualify.

Hard-wired, interconnected smoke and CO detectors with battery back-up are required (*IRC-R314.3.1).

Specification sheets shall be provided for all fireplaces, furnaces, and other mechanical equipment installed. Wood burning fireplaces shall have gasketed doors and outdoor combustion air (*IRC-R1004.1).

Inspections:
Inspections are required for the foundation, slab, and before any other concrete is poured. Rough inspections are required before any mechanical installation is concealed. An insulation inspection is required before any drywall is installed. A final inspection is required when the addition is completed (*IRC-R109.1.6).

References (revised 01/2014):
*VC = Village Code
*IRC = International Residential Code (2012)
*IECC = International Energy Conservation Code (2012)
*NEC = National Electrical Code (2011)