## Pikes Peak REGIONAL Building Department

## TEMPORARY SALES OFFICE IN RESIDENTIAL GARAGE

The following information clarified the permit requirements for converting a garage to a temporary sales office, and reconverting the office to the garage. Both conversions require separate building permits from the original residential building permit.

## PERMIT REQUIREMENTS FOR GARAGE CONVERSION TO TEMPORARY SALES OFFICE

- 1. Construction floor plan showing how garage will be converted to sales office for RBD plan review.
- 2. Approval from the zoning authority have jurisdiction. This typically is the temporary use permit.
- 3. Building permit for garage conversion to sales office.
- 4. Electrical, mechanical, and plumbing permit attachments as necessary for the conversion to an office.
- 5. All inspections necessary to include rough and finals of all applicable trades

## <u>PERMIT REQUIREMENTS FOR TEMPORARY SALES OFFICE BACK TO GARAGE</u>

- 1. Building permit for conversion to original garage. No plan review is required.
- 2. Electrical, mechanical and plumbing permits are typically not required unless additional work is required.
- 3. A single inspection to confirm the garage is back to original condition.

A separate garage conversion permit will be required to allow the garage to remain finished space, should that option be chosen once the office use has terminated.

For information regarding a temporary office for sales or commercial use in a manufactured building or unit, please see the Commercial Manufactured Building handout.

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