

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

PERMIT REQUIREMENTS FOR TEMPORARY SALES OFFICE BACK TO GARAGE

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.