



SFR Sales Office Conversions

Bulletin 15

Division of Building, Safety, and Inspection for 2018 International Codes

This bulletin is designed to provide information when all or a portion of a residential model home is temporarily converted into a sales office.

Do I need a permit?

Yes. This is a second permit, in addition to the original house permit. This applies to both single built and base plan homes. You will need the following items to apply:

- **Residential Application Form**
- **Floor Plan Requirements** - "before" the conversion and "after". Include all new walls, doors, windows, door swings, access to entry and throughout space, ADA restroom (if interior and not a portable) and any new plumbing or heating elements.
- **Energy Code Requirements** - Energy forms are not required. No additional insulation or energy code requirements (including slab, walls, ceiling, windows, doors etc.) are required.
- **Site Plan Requirements** - This should include ADA elements like accessible route, ramps, parking stall location, and location of restrooms (if using portables).

For A Garage only conversion (no change to the remainder of the home)

- Show accessible route for access
- If access is through interior of home this route must meet accessibility standards
- Please note commercial hardware will be required including lever handles, no deadbolts and no floor/ header bolts on double doors.
- Doors, path of travel, and restroom (permanent or temporary)

Fees:

Fees are calculated using the square footage of the area to be converted, multiplied by 40% of the fee of a new office area (V-B Office).

Inspections:

Both the residential model home and the conversion permit will require inspection throughout the construction process. Once complete the sales office conversion permit will receive final inspection approval prior to use. The home will receive a final inspection, but will not be issued a certificate of occupancy. The Final inspection of the home will remain in a "Partial Approved" status during the time it is being used as a sales office.

Time Limit:

The permitted use as a sales office will be limited to one year or approved by the Building Official for longer. The original SFR will not receive a final inspection until the office is removed, a temporary occupancy will be allowed until the office/ garage conversion is eliminated.

Converting back to a garage:

After use of the sales office is complete, the converted elements may be removed. A final re-inspection should be requested under the original model home permit so the inspector can verify that the space/home has been restored to its original residential use, and meets all residential code requirements.