



Development Services Department  
31 E 5<sup>th</sup> St.  
Tempe, Arizona 85281

480-350-8341  
480-350-8677 (fax)  
[www.tempe.gov/ds/](http://www.tempe.gov/ds/)

# **Residential**

# **Convert Garage/Carport**

# **into Living Area**



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### CARPORT/GARAGE CONVERSION TO LIVING AREA

**Building Permit Required:** The Tempe Administrative Code as adopted by the City of Tempe requires that a building permit be obtained before converting a carport/garage to a livable area.

#### **Building Permit Requirements:**

##### **Permit Application**

Completed applications must include:

- |  |   |
|--|---|
| <input type="checkbox"/> Project name and address          | <input type="checkbox"/> Proposed "use" of area           |
| <input type="checkbox"/> Applicant's name and phone number | <input type="checkbox"/> Estimated/actual cost of project |
| <input type="checkbox"/> Description of work               | <input type="checkbox"/> Applicant's signature            |

##### **Construction Plans (See examples)**

Two (2) sets of plans provided by applicant must include:

Examples with fill-in information may be used as some of the required plan sheets.

Site Plan (dimensioned) 8-1/2" x 11" copy: Show the existing location, size and setbacks and reference to existing site specifics, i.e., property lines, existing residence, pool, etc.

Parking: On the site plan, show the location of the required off-street parking for two cars (one car if house is pre-1976) on an approved surface. This space must be behind the front yard setbacks. A driveway does not constitute a legal parking space unless you have a full 18 feet between the front yard setback limit and the front of your garage. You must provide the paved parking space prior to receiving final approval converting the garage or carport to livable. \*The use of the driveway as the required parking spaces will require a separate submittal for a Use Permit.

Floor plan (dimensioned): Show overall building size, existing and proposed room locations, existing and proposed new window(s)/door(s) size/location(s). Note proposed electrical outlet(s)/light(s) and mechanical locations.

Sections/Details: Show the existing walls, columns, beams and the proposed new in-fill walls specifying materials and existing roof framing system/roof slope. Removal of existing columns and/or beams will require additional Construction Drawings providing any/all structural details and connections, i.e., footing type/size/depth, wall to footing connection and wall size/type for plan review.

Elevations: Provide elevations of all views affected. Dimension overall height, windows and doors, and if required, show locations and area of attic ventilation.



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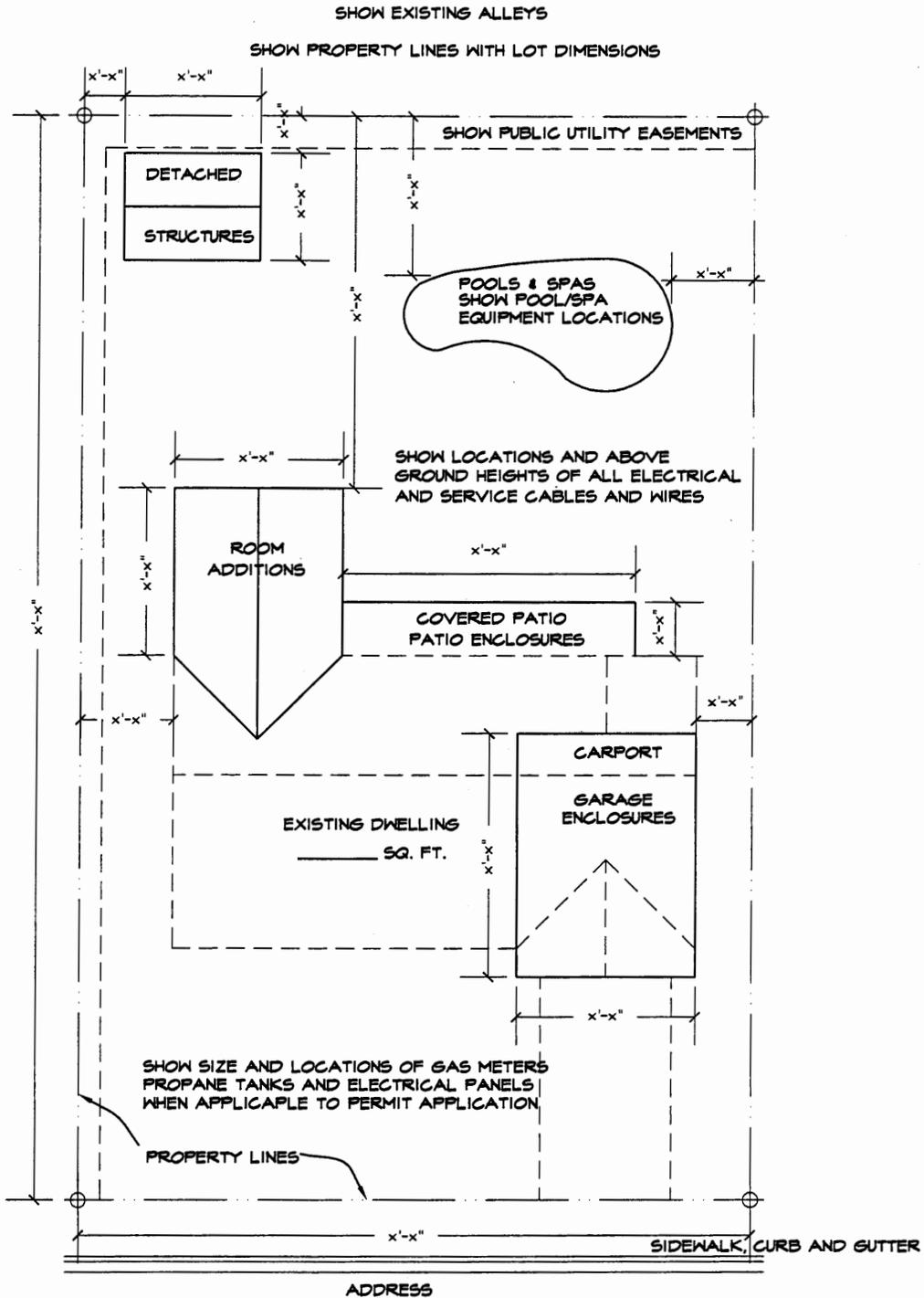
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### **General Requirements**

1. Any habitable room over 70 square feet in size which is used for living, sleeping, eating or cooking must be provided with a means of supplying heating in accordance with IRC, Section R303.8.
2. All habitable rooms as defined above shall have receptacles installed per the Tempe Electric Code. Generally this means that receptacles must be spaced along all walls lines no further than 12' on center. Circuits feeding the receptacles in bedrooms shall be protected by an AFCI circuit breaker.
3. Natural lighting and ventilation must be provided in the new habitable spaces and must be maintained in any adjacent spaces as required by IRC, Section R303.1. Generally this may be accomplished through the installation of additional windows, skylights, wall removal, and artificial means.
4. Required egress from existing bedrooms may not be limited. Such egress must be directly to the outside and must be at least 5.7 square feet (grade floor openings maybe 5.0 square feet) with a minimum height of 24" and minimum width of 20". Sill height shall be no higher than 44".
5. Gas water heaters and gas furnaces may not be located in a bedroom or bedroom closet.
6. Smoke detectors shall be installed in each bedroom, outside of each bedroom, and on each level as required by IRC, Section R313.1; this includes all existing and new bedrooms.
7. An Arizona registered architect or engineer must prepare the plans for:
  - a. Basements
  - b. Beam spans over 20 feet in length
  - c. Headers over large openings
  - d. 2<sup>nd</sup> story additions
  - e. Rafters and/or joists that do not comply with the IRC span tables
  - f. Manufactured roof or floor trusses
  - g. Other structural components as determined by the plan reviewer

Plans requiring a structural plan review are not eligible for "Over the Counter" review and therefore must be submitted and queued into our standard review process.

\*If required, a Use Permit must be obtained through the Development Services/Planning Division prior to the issuance of a permit for the construction of a carport/garage to a livable area. Contact the Planning Division at 480-350-8331 for Use Permit application instructions and information.



- GIVE DIMENSIONS REPRESENTED BY x'-x" WHEN APPLICABLE TO PERMIT APPLICATION
- SHOW SIZE AND LOCATIONS OF ALL EXISTING STRUCTURES, POOLS AND SPAS
- SHOW SIZE AND LOCATION OF OFF STREET PARKING WHEN GARAGE/ CARPORT IS ENCLOSED INTO LIVABLE AREA



SCALE \_\_\_\_\_' = \_\_\_\_\_'

For Reference Only

# Residential Structures (Example)

Title

Site Plan

Sheet No.

RES - 01

NORTH

SCALE \_\_\_\_\_' \_\_\_\_\_'

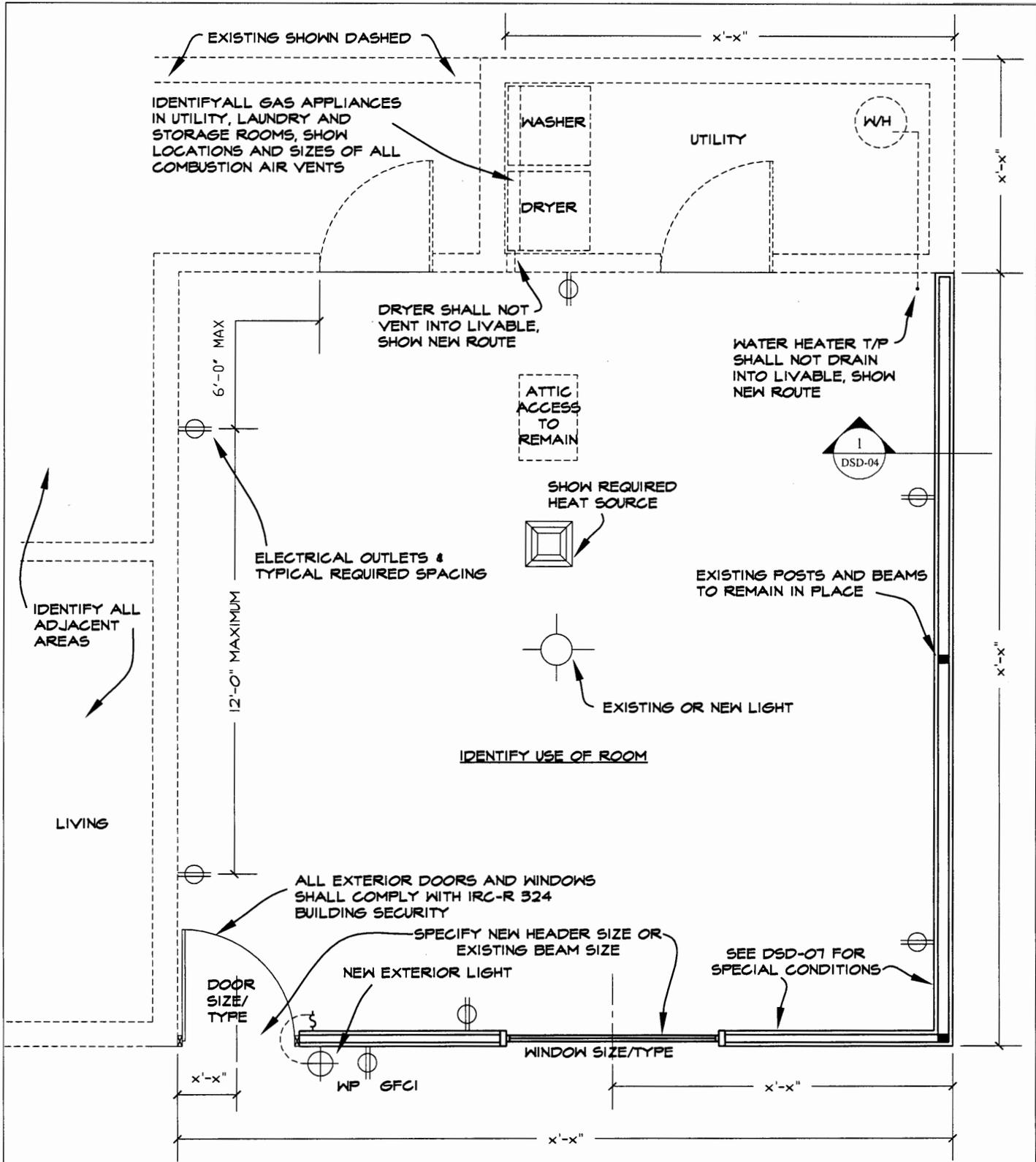
**Residential Structures**

Title

**Site Plan**

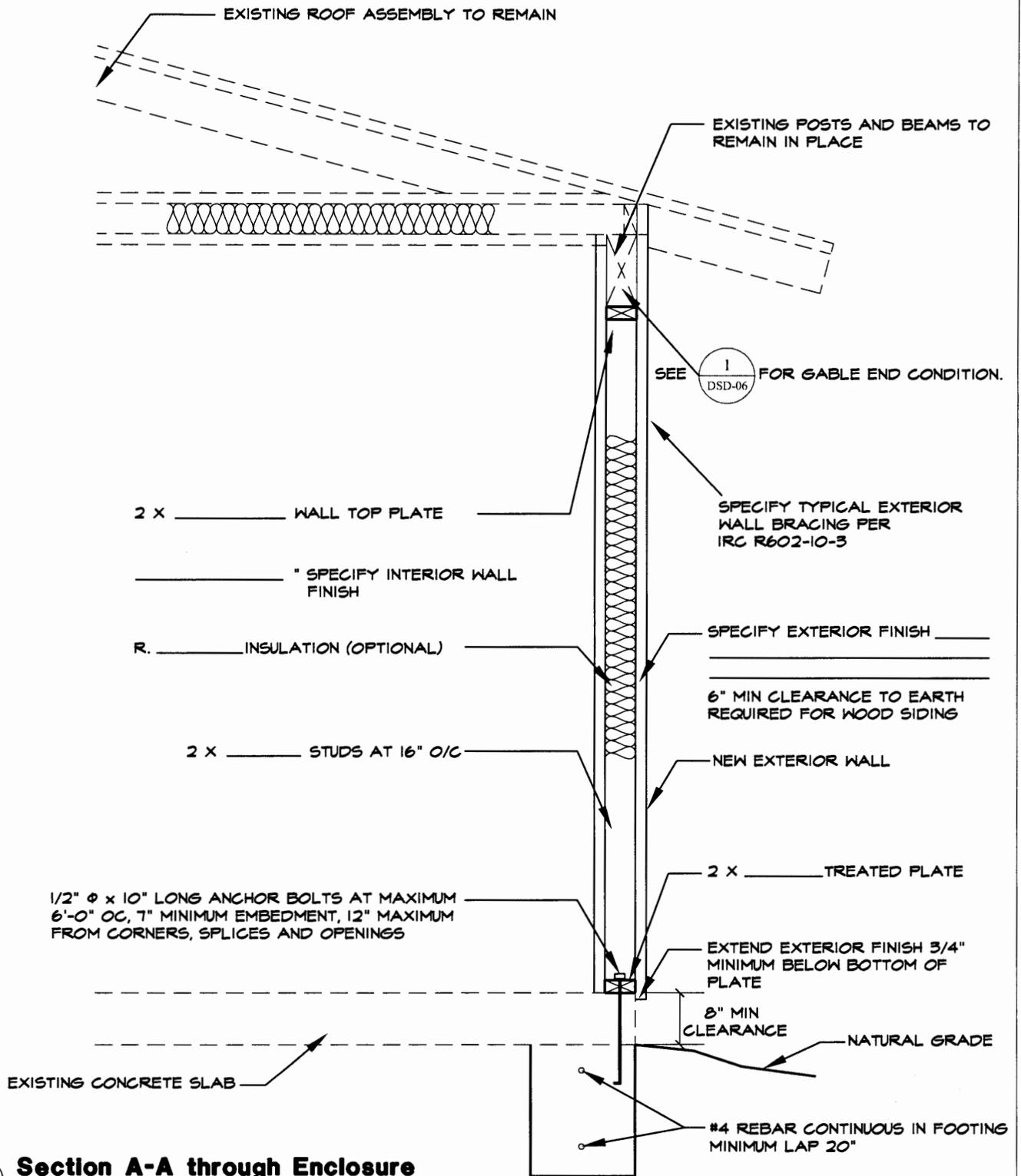
Sheet No.

**RES - 02**



- SHOW DIMENSIONS REPRESENTED BY X'-X"
- SEE SHEET RES - 01 FOR SITE PLAN REQUIREMENTS
- ON SITE PLAN SHOW LOCATION OF REQUIRED OFF-STREET PARKING

<p>For Reference Only</p> <h1 style="margin: 0;">Garage/Carport to Living Area</h1>	<p>Title</p> <p style="font-size: 1.2em; font-weight: bold;">Floor Plan</p>
	<p>Sheet No.</p> <p style="font-size: 1.2em; font-weight: bold;">DSD - 03</p>



**1 Section A-A through Enclosure**

NEW EXTERIOR WALL FOOTING  
IF REQUIRED BY SPECIAL CONDITION DSD-07

For Reference Only

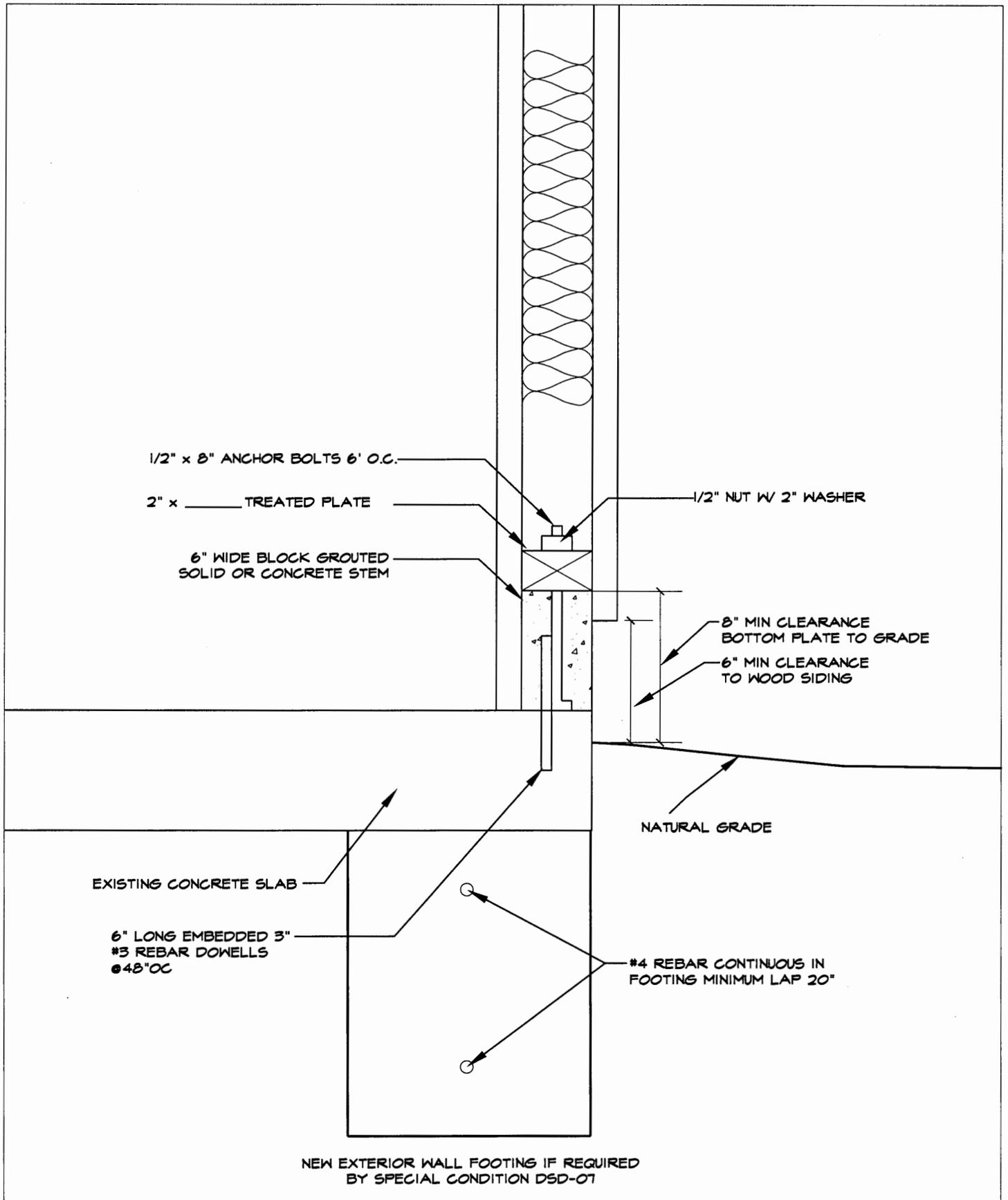
**Garage/Carport to Living Area**

Title

**Typical Wall Section**

Sheet No.

**DSD - 04**



For Reference Only

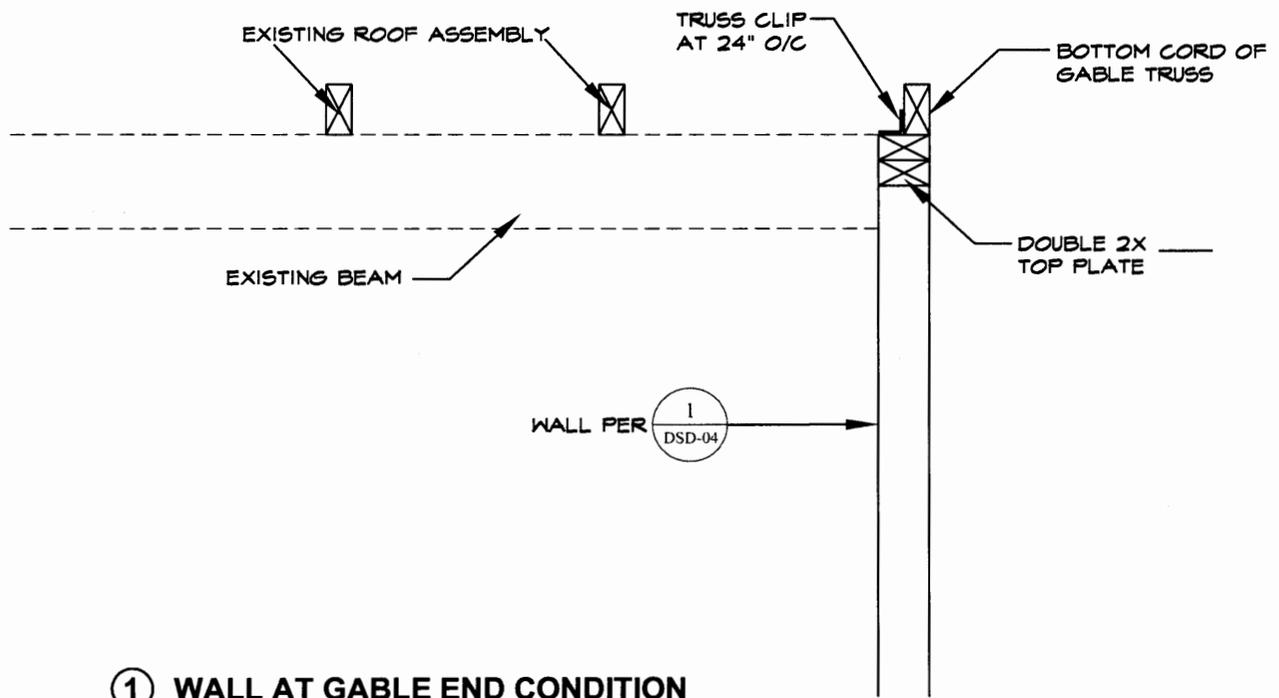
# Garage/Carport to Living Area

Title

Alternate Stem Detail

Sheet No.

DSD - 05



For Reference Only

# Garage/Carport to Living Area

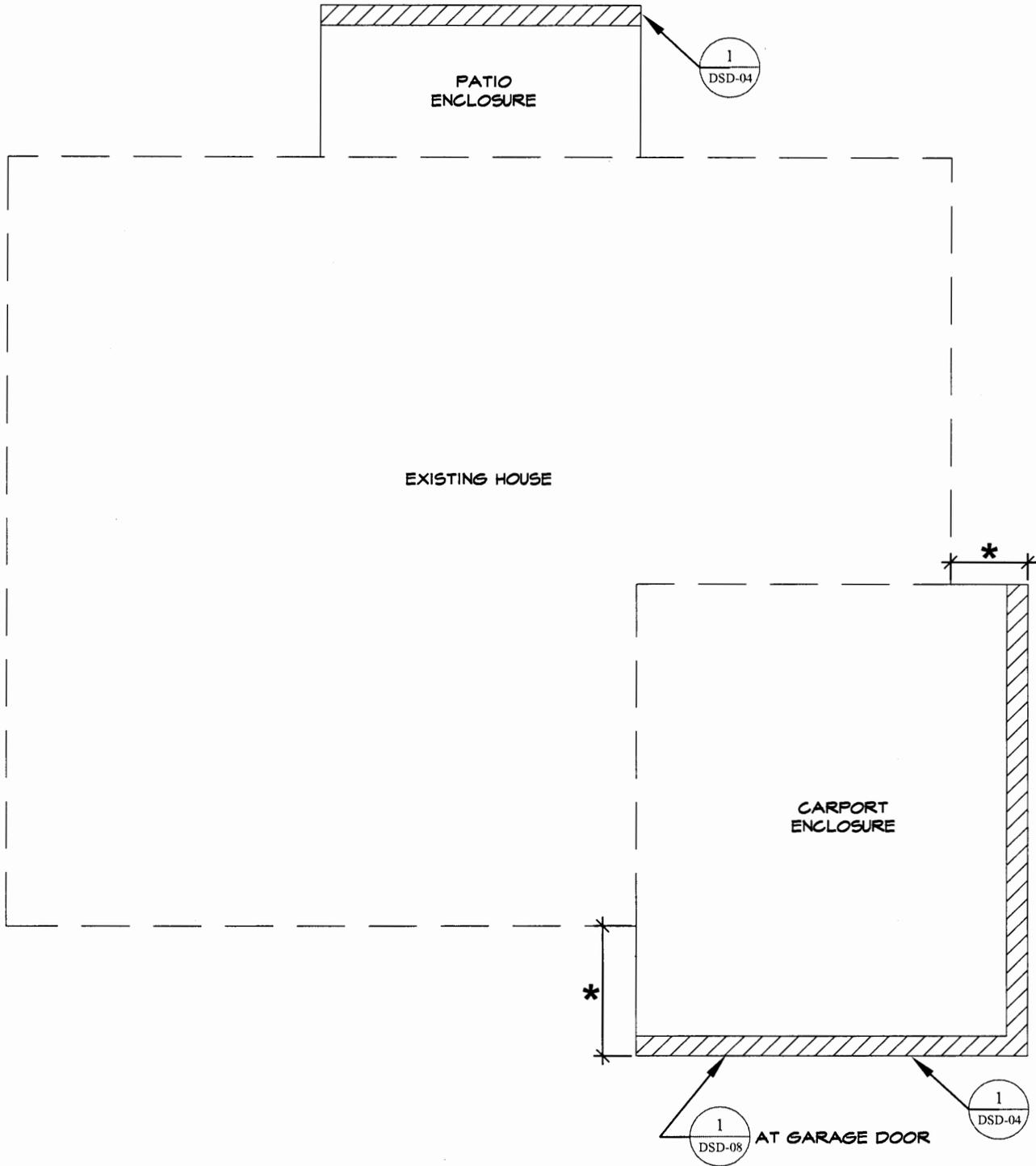
Title

Alternate Details

Sheet No.

DSD - 06

A FOOTING AND WALL BRACING IS REQUIRED  
ALONG THE HATCHED WALL LINE



\* IF THIS DIMENSION IS GREATER THAN 4', A FOOTING AND WALL BRACING WILL  
BE REQUIRED AS INDICATED ALONG THE HATCHED [Hatched] WALL LINES.

For Reference Only

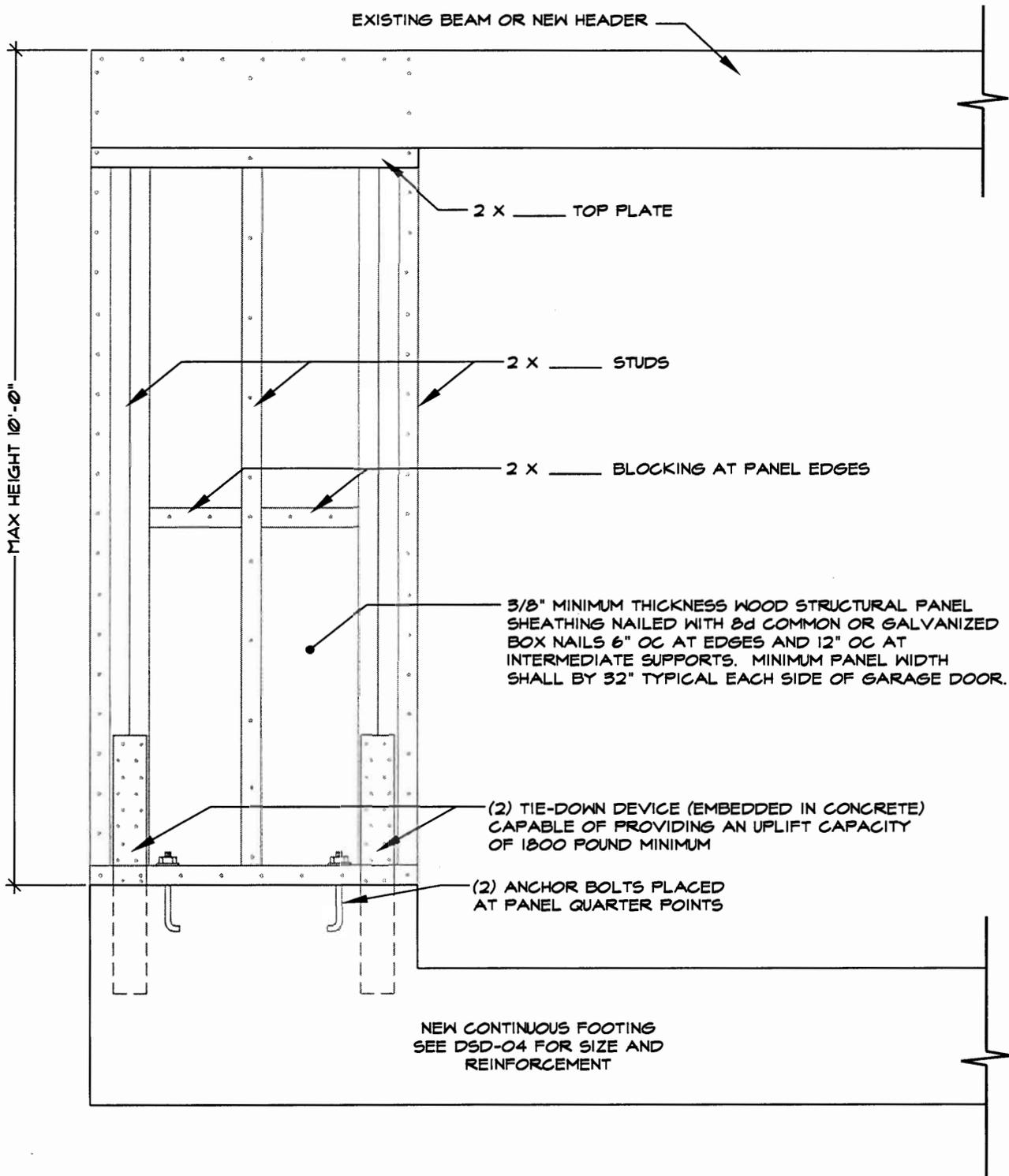
# Garage/Carport to Living Area

Title

Special Conditions

Sheet No.

DSD - 07



① TYPICAL GARAGE DOOR WALL BRACING

For Reference Only

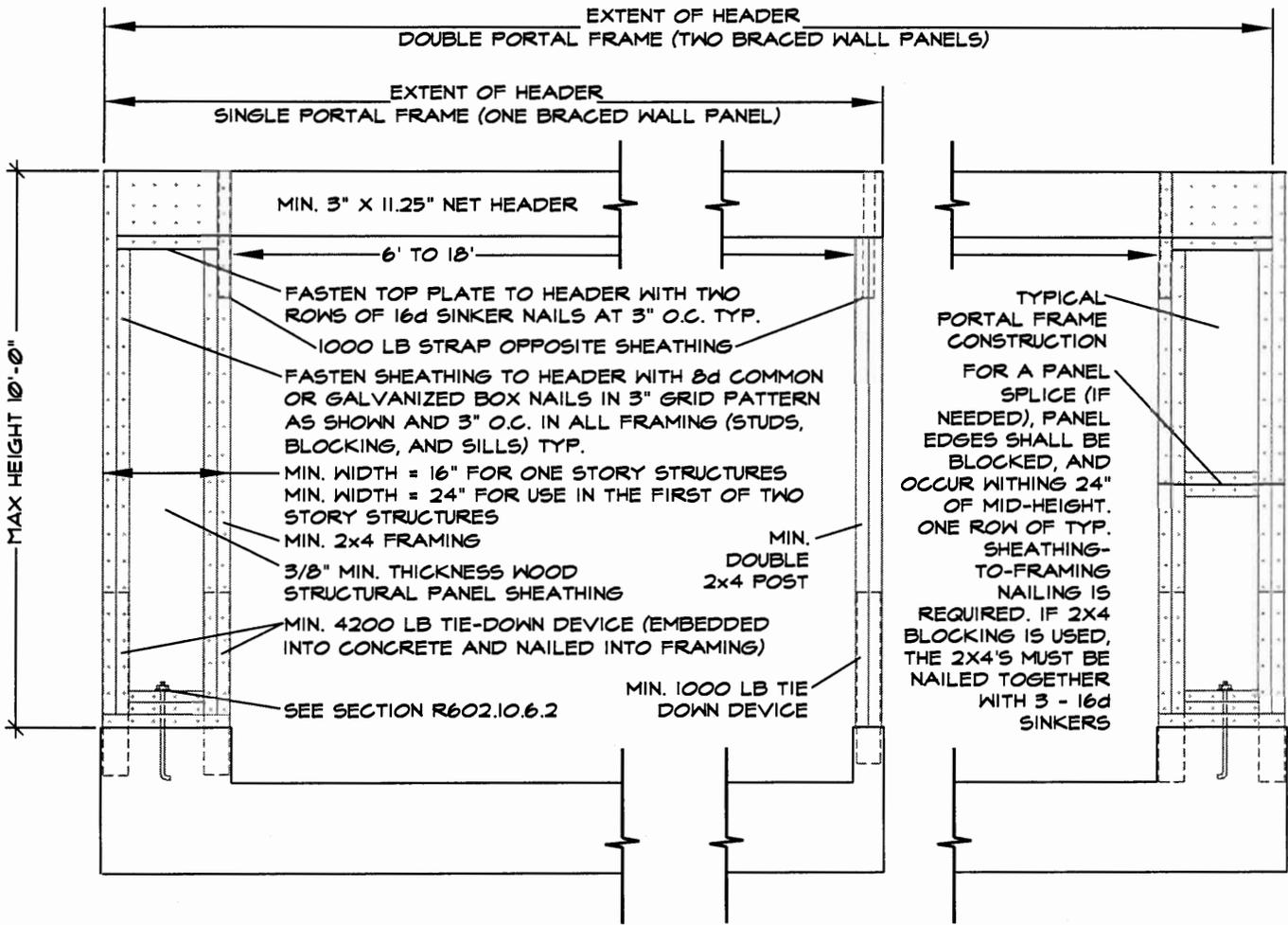
# Garage/Carport to Living Area

Title

Garage Wall Bracing

Sheet No.

DSD - 08



NEW CONTINUOUS FOOTING. SEE DSD-04 FOR SIZE AND REINFORCEMENT

① GARAGE DOOR WALL BRACING  
ALTERNATE TO DSD-08

For Reference Only

Garage/Carport to Living Area

Title

Alternate Wall Bracing

Sheet No.

DSD - 09