Residential

Convert Garage/Carport into Living Area
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:

[ ] Project name and address
[ ] Applicant’s name and phone number
[ ] Description of work
[ ] Proposed “use” of area
[ ] Estimated/actual cost of project
[ ] Applicant’s signature

Construction Plans (See examples)
Two (2) sets of plans provided by applicant must include:
Examples with fill-in information maybe 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.
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. 2nd 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 Community Development/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.
Residential Structures (Example)
EXISTING SHOWN DASHED

IDENTIFY ALL GAS APPLIANCES IN UTILITY, LAUNDRY AND STORAGE ROOMS. SHOW LOCATIONS AND SIZES OF ALL COMBUSTION AIR VENTS

DRYER SHALL NOT VENT INTO LIVABLE, SHOW NEW ROUTE

WATER HEATER T/P SHALL NOT DRAIN INTO LIVABLE, SHOW NEW ROUTE

ATTIC ACCESS TO REMAIN

EXISTING POSTS AND BEAMS TO REMAIN IN PLACE

SHOW REQUIRED HEAT SOURCE

EXISTING OR NEW LIGHT

IDENTIFY USE OF ROOM

DOOR U-FACTOR

WINDOW(S) U-FACTOR

SHGC

ALL EXTERIOR DOORS AND WINDOWS SHALL COMPLY WITH IRC-R 824 BUILDING SECURITY

SPECIFY NEW HEADER SIZE OR EXISTING BEAM SIZE

NEW EXTERIOR LIGHT

WINDOW SIZE/TYPE

WP GFCI

Specify dimensions represented by X"-X"

See Sheet RES-OI for site plan requirements

On site plan show location of required off-street parking

For Reference Only

Garage/Carport to Living Area

Title

Floor Plan

Sheet No.

DSD - 03
1. Section A-A through Enclosure

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

Garage/Carport to Living Area
1 WALL AT GABLE END CONDITION
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 wall lines.

Garage/Carport to Living Area

Special Conditions

For Reference Only

Title

Garage/Carport to Living Area

Sheet No.

DSD - 07