

Residential Garage Conversion to Sales Office Checklist

- A completed Building Permit Application
- Vicinity Map
Provide the location of the sales office within the complex.
- Site plan to include the following:
Provide fully dimensioned site plan for complex, drawn to scale, including all lot dimensions, setback dimensions, property lines, right-of-way centerline measurements and easements.
- Partial floor plan
- Partial electrical plan
- Exiting plan
- Interior elevations
- Temporary floor at garage details
- Occupant load
- Notation and information that office will meet the standards of the American with Disabilities Act Standards.

****Structural drawings for any structural changes to garage may be required.**