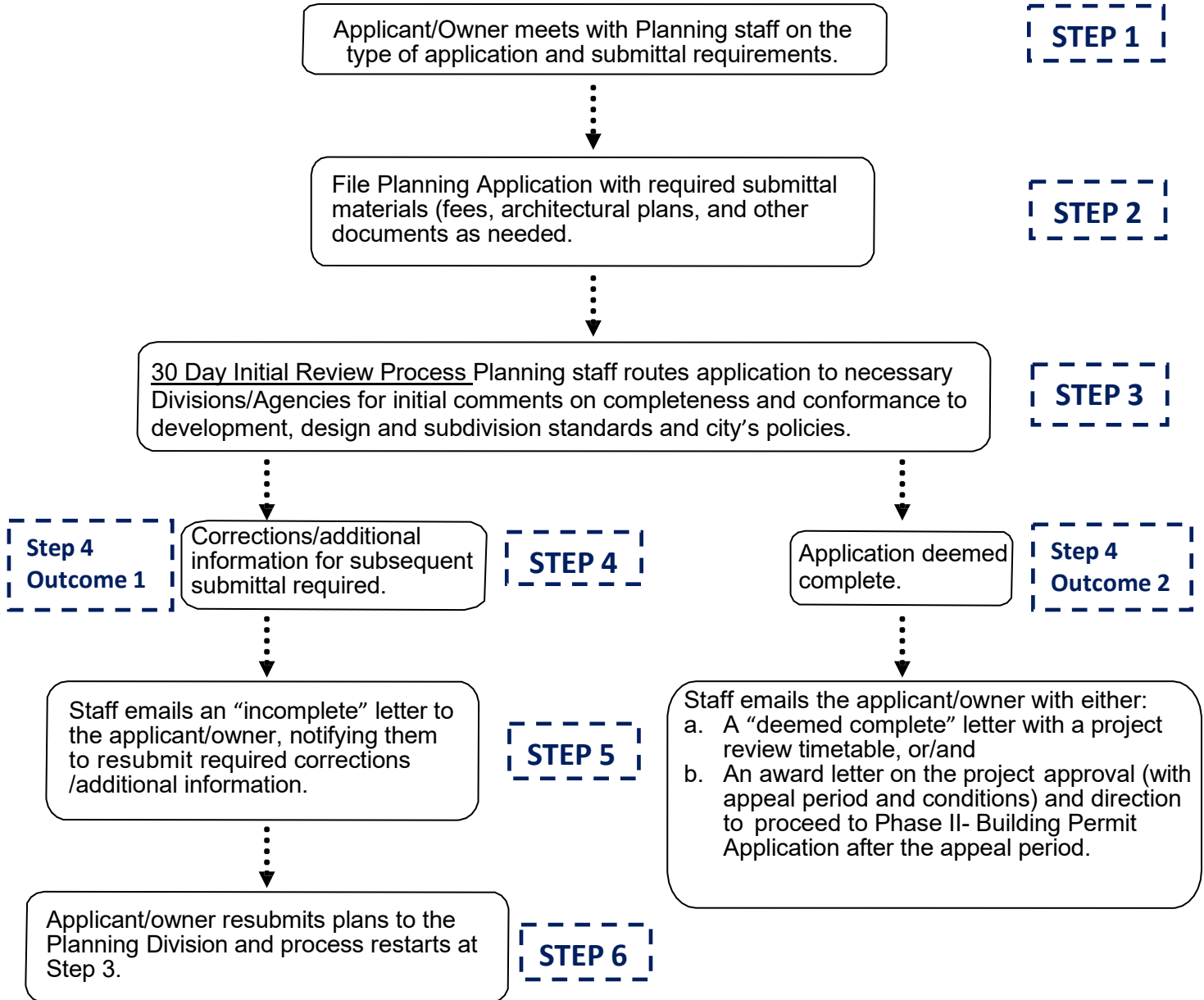




# PHASE I: PLANNING DIVISION SUBMITTAL

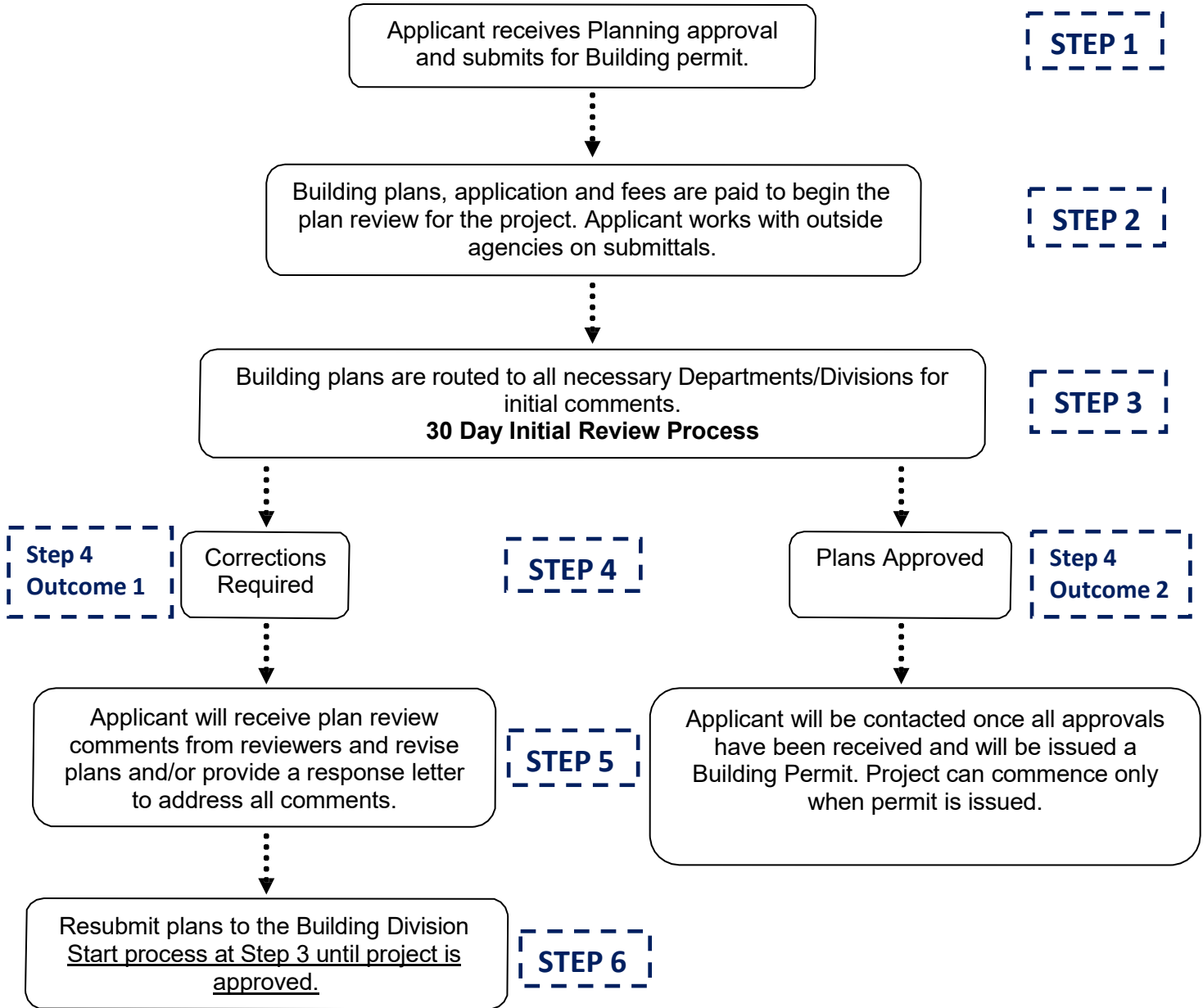
The following is an overview of the Planning Division formal submittal process. Please contact staff with any questions. Initial fees cover only 3 rounds of reviews. Additional fees will apply for additional reviews.





# PHASE II: BUILDING DIVISION SUBMITTAL

The following is an overview of the Building Services Division formal submittal process. Please contact staff with any questions. Initial fees cover only 3 plan reviews. Additional fees will apply for projects with more than 3 rounds of reviews. For outside agency contact information please see “Agency Coordination List” handout.





# City of East Palo Alto

## Community & Economic Development Department

### Planning Division (Phase I)

#### GARAGE CONVERSION

**1. What can a garage be converted to?**

A garage can be converted to new habitable space, Junior /Accessory Dwelling Unit, or “Guest House” if it meets Code requirements, including, but not limited to off-street parking spaces and setbacks. For information regarding garage conversions to accessory dwelling units, please refer to the *Accessory Dwelling Unit (ADU) Handout*. For information regarding garage conversions to guest houses, please refer to the *Guest Houses Handout*.

**2. What are the parking requirements for a garage conversion (Table 3-1)?**

East Palo Alto does not require parking to be covered; required parking can be provided as uncovered spaces. Please refer to the table below for the number of required parking spots; parking space requirements are based on the number of bedrooms. No parking requirement shall be imposed for the construction of a Junior/Accessory Dwelling Unit if it’s located within one-half mile of a public transit stop.

No. of Bedrooms	Parking Spaces Required
0 to 1 bedroom	1 parking space
2 to 4 bedrooms	2 parking spaces
5 to 6 bedrooms	3 parking spaces
More than 6 bedrooms	1 additional parking space for every bedroom above 6

Tandem parking is permitted for single-family dwellings.  
Parking spaces for single family dwelling units may be uncovered.  
Parking is permitted within the setback, but only in the existing driveway area.

**3. How big does each parking space have to be (Table 3-2)?**

Each parking space must measure 18 feet by 9 feet. If located adjacent to walls, adequate space should be provided for exiting.

**4. Where can parking spaces be located?**

Parking spaces can be located in the former driveway (to the garage) or another appropriate area as determined by staff. It is not permitted to pave and use the required front yard for parking.

**5. What is the setback for garage conversion?**

No setback shall be required for an existing garage that is converted to a habitable space.

**6. What if I want to include kitchen facilities in the garage conversion?**

You would need to apply for an Accessory Dwelling Unit (ADU). Please refer to the *ADU Handout* for submittal requirements.

**7. My property is located in the flood zone. Are there any other requirements for a garage conversion?**

Yes. An **appraisal report** and a **detailed cost estimate** shall be submitted per the EPAMC15.52 requirements of 50% or more of the value of the structure (Floodplain Management). The appraisal report shall clearly show the **value of the main structure** (not including the value of the land). The detailed cost estimate shall include **total value of work** (materials and labor), for which the permit is being used (such as electrical, gas, mechanical, and permanent systems).

## 8. What must I do if I converted my garage without the benefit of permits?

Come and talk to a planner, we will work with you to legalize the unpermitted conversion and bring it up to Code. A voluntary permit is charged the standard Planning rate; however, a permit obtained as a result of Code Enforcement action will be charged twice the listed rate.

### Other Requirements

- Administrative Design Review fee is applicable when additional square footage is proposed.
- Required usable open space (rear yard) – **750 square feet** and landscape plan for the property.
- Landscape plan for the property needs to include but not limited to all property lines; street name; location, size and identification of each tree, shrub, ground cover and other landscape features.
- Landscape plan for the property shall include the **planting of at least one (1) tree** in order to mitigate the increase in impervious surface and storm water runoff associated with the project or identify another mitigation measure identified within Appendix L of the San Mateo Countywide Water Pollution Prevention Program C.3 Technical Guidance Manual.
- Removal of protected tree requires a Tree Removal Permit and an arborist report. Please refer to *Tree Removal Handout*.
- Adjacent neighbors will be notified through a notice package.
- Garages that are converted to **guest houses** cannot be rented out separately from the main dwelling. There shall be a **deed restriction** on this matter.
- No separate cooking facilities (stoves, utility or kitchen sinks, garbage disposals, microwave ovens, and toaster ovens) are permitted for garages that are converted to **guest houses**. There shall be a **deed restriction** on this matter.
- Maximum Floor Area Ratio – **55%**.
- Maximum Lot Coverage – **50%**.



# RESIDENTIAL GARAGE CONVERSION SUBMITTAL GUIDELINES

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## **GENERAL REQUIREMENTS:**

Please contact the following agencies for specific project information and requirements: Menlo Park Fire District (650) 688-8425, [www.menlofire.org](http://www.menlofire.org); Sequoia Union High School District (650) 369-1411 X22290, [www.seq.org](http://www.seq.org); East Palo Alto Sanitary District (650) 325-9021, [www.epasd.com](http://www.epasd.com).

Plans drawn or prepared by licensed design professional must be stamped at submittal and wet-signed before the permit can be issued.

Construction Best Management Practices must be imprinted on plan. To access the standard plan, please visit: <http://www.flowstobay.org/construction>.

All construction and demolition debris shall be contained on-site (not on the public right-of-way) in constantly covered bins which include adequate service to ensure containment. At a minimum, 65% of the project waste stream shall be recycled; prior to final project approval and occupancy, a receipt shall be provided verifying 65% recycling has occurred. Self-hauling is prohibited in the City; an authorized hauler shall be utilized for this mandatory requirement. Clearly show this requirement on the submitted plans.

## **SUBMIT:**

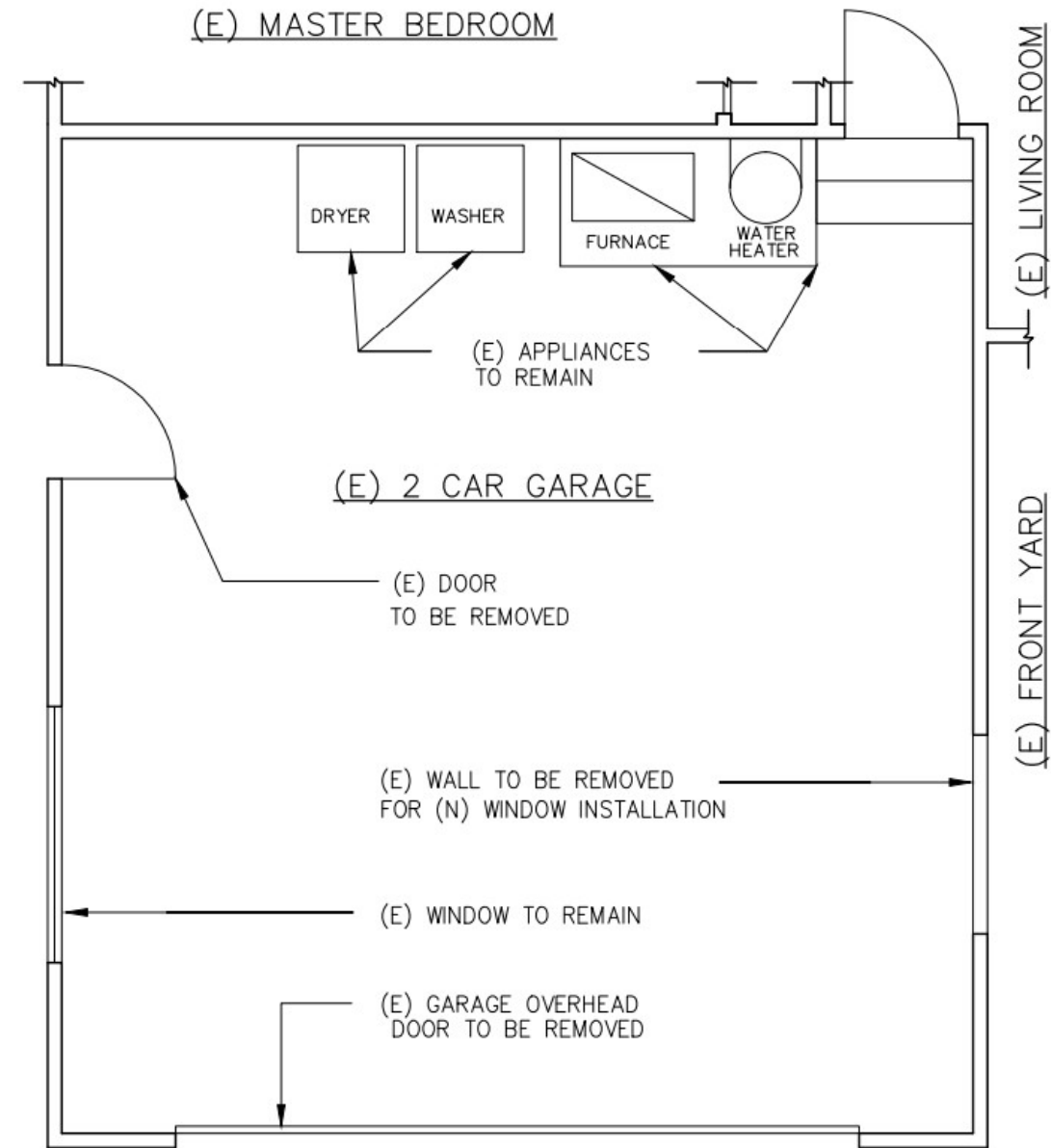
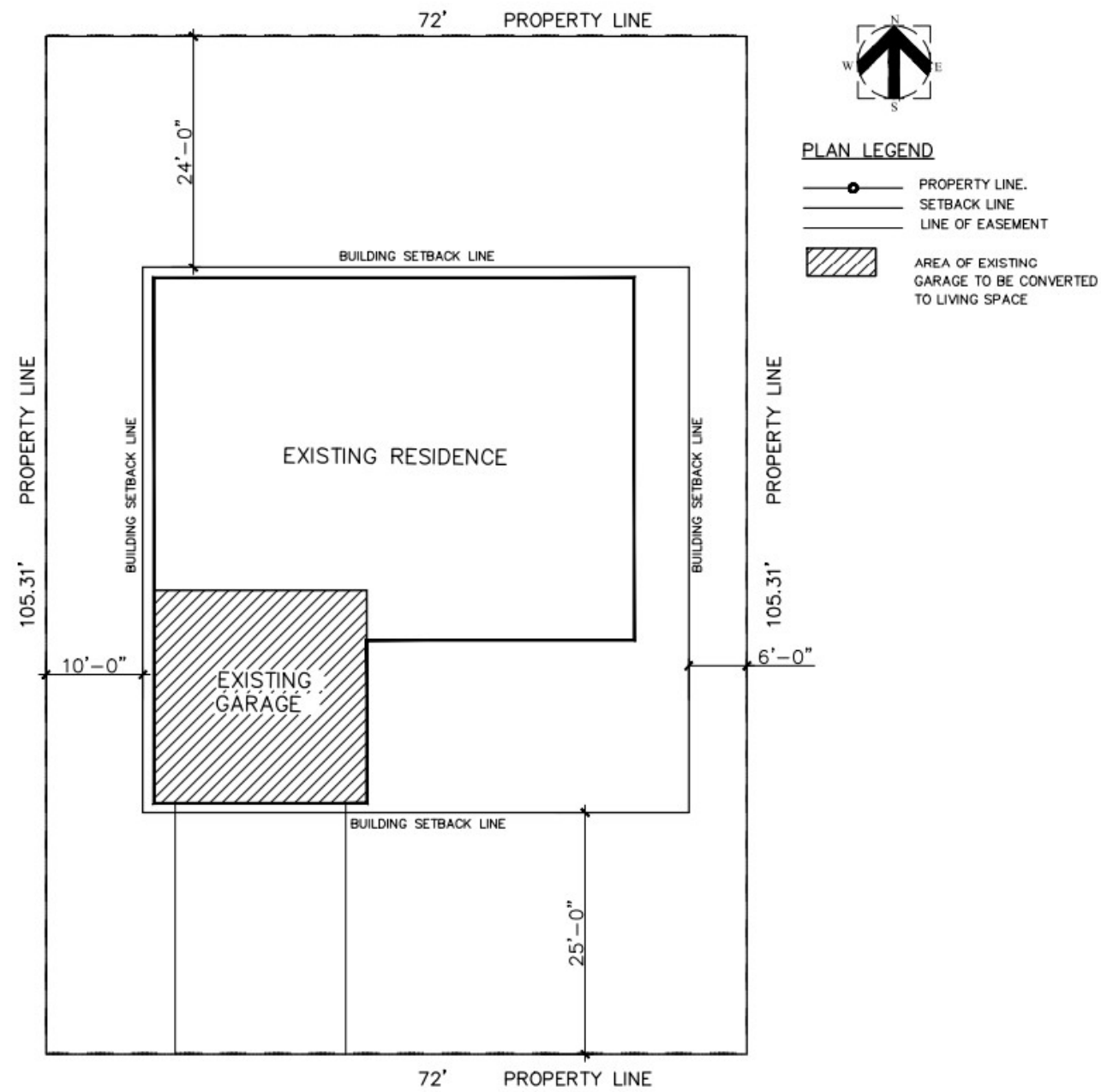
One (1) properly completed building permit application

One digital set of building plans (1/4" scale, 18"x24" size min. 36"x48" max.)

The issued Notice of Violation shall be imprinted on the submitted plans.

One (1) digital copies of each of the following documents:

- California Energy Compliance Report\*
- Structural Calculations\*\*



**LEGEND**

- ITEMS TO REMAIN
- ITEMS TO BE REMOVED
- (E) EXISTING

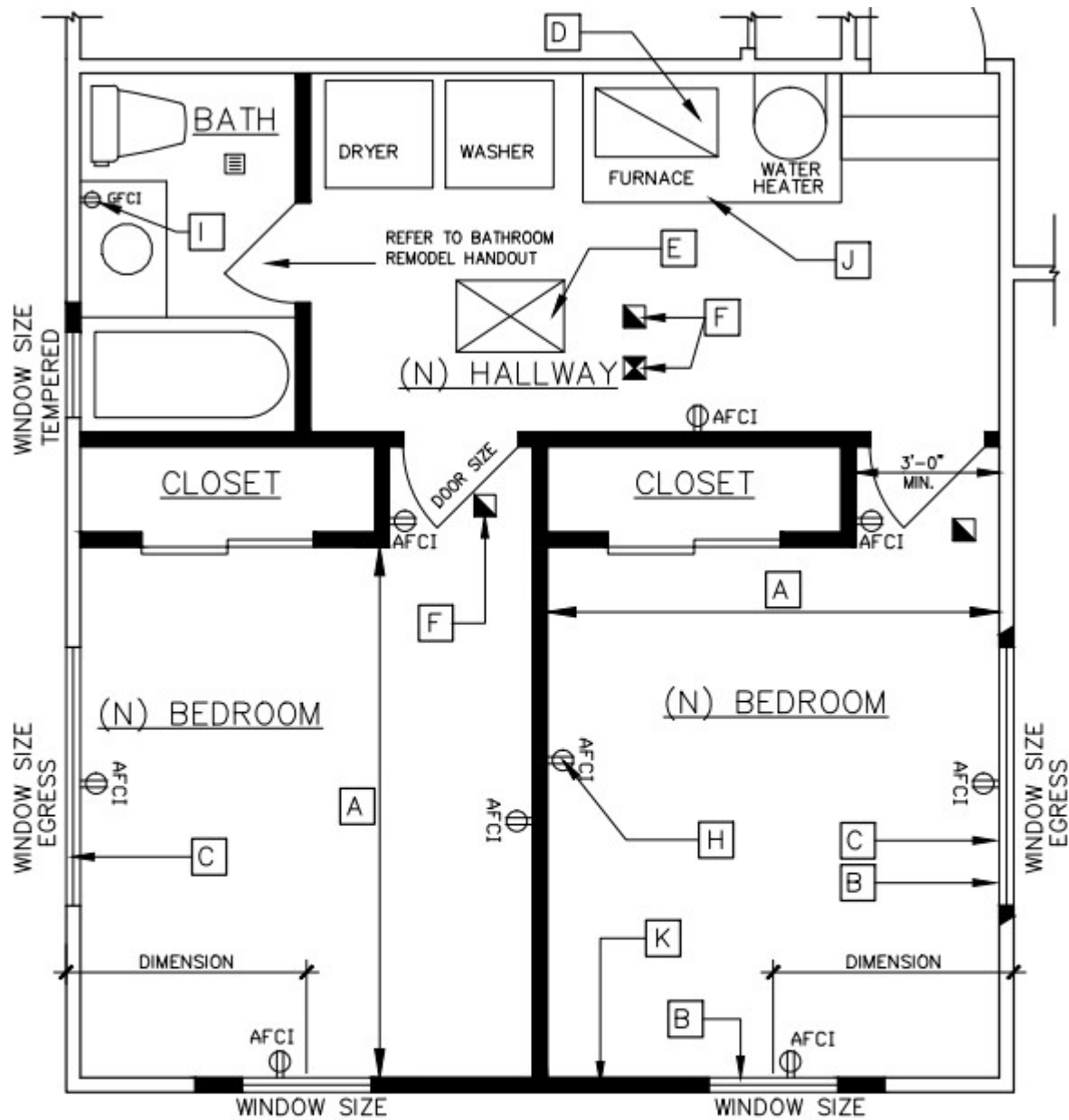
**A**

**EXAMPLE PLOT PLAN**

**B**

**EXAMPLE EXISTING / DEMOLITION PLAN**





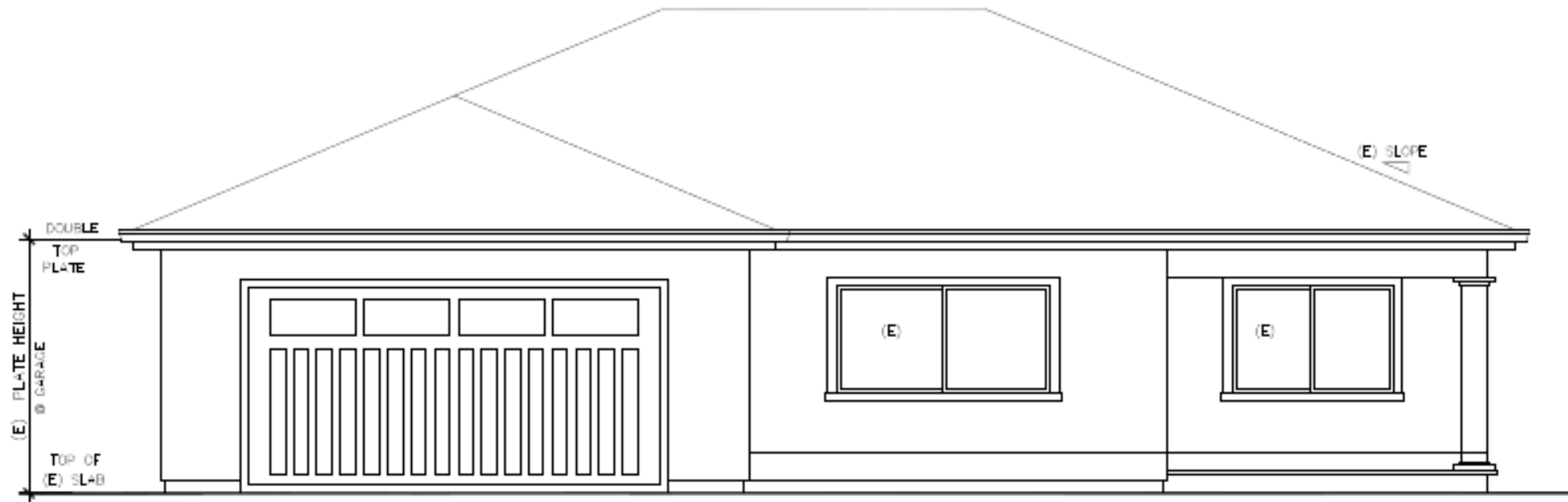
**LEGEND**

	(N) 2 X STUD WALL		GFCI RECEPTACLES WITH GROUND-FAULT CIRCUIT-INTERRUPTER PROTECTION
	(E) 2 X STUD WALL		AFCI SMOKE ALARM
	(E) EXISTING		CARBON MONOXIDE ALARM
	(N) NEW		SMOKE DETECTOR
	EXHAUST FAN		CARBON MONOXIDE DETECTOR

**A** **EXAMPLE PROPOSED PLAN**

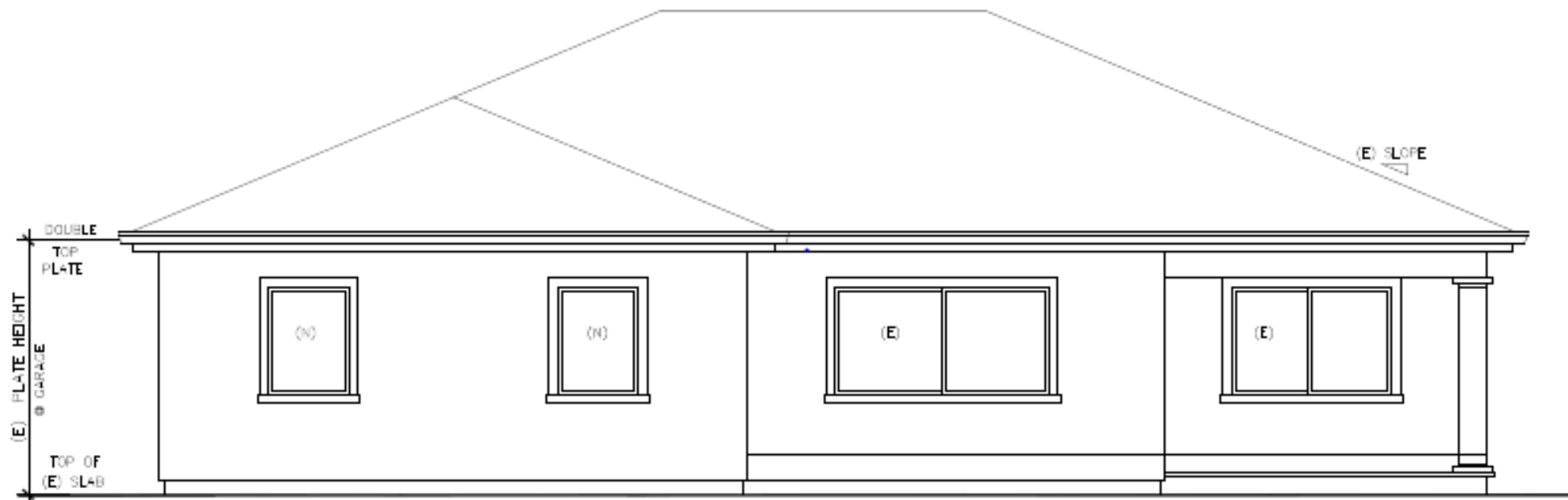
- A Room Dimensions:** The minimum length and width of any habitable room shall not be less than 7'-0" clear. The minimum area of any habitable room shall not be less than 70 square feet. CRC R304.1 and R304.2.
- B Light and Ventilation:** In habitable rooms, provide natural light and ventilation with operable windows, or provide artificial light and mechanical ventilation. For natural light and ventilation, windows shall not be less than 8% of the floor area of each room. One-half (1/2) of the window area shall be operable to the exterior for ventilation. Bathrooms shall be provided with total glazing area of 3 sq ft min. with 1/2 openable or provide artificial light and exhaust fans with 50cfm (intermittent) or 20 cfm (continuous) directly exhausted to outside but not onto walkway. CRC R303.1 and R303.3.
- C Emergency escape and rescue openings:** Each new bedroom or sleeping room shall have an emergency escape window or door that is at least 20" in width (net), 24" in height (net) when open AND with an operable area of at least 5.7 square feet in area (minimum 5.0 for ground floor). Escape and rescue windows shall be installed with bottom of clear opening not greater than 44" above the finish floor. CRC R310
- D Heating:** All habitable rooms must have a heating system capable of maintaining a room temperature of 68 degree at a location of 3 feet above the floor and 2 feet from exterior walls. Indicate on the plans the heating system or method to be used.
- E Attic access:** Provide access to attic space with an access opening at least 22" X 30" in size. Locate the access door where there is at least 30" of clear head space in the attic. CRC R807
- F Smoke Alarms and Carbon Monoxide Alarms:**  
**Smoke Alarms:**  
 Within each bedroom; within hallway leading to bedrooms; and at each floor level.  
**Carbon Monoxide Alarms:**  
 Within hallway leading to bedrooms; and at each floor level.  
 In existing construction, alarms may be battery operated. In new construction, alarms must be 120v operated with battery backup and interconnected with building wiring or wireless.
- G Exterior doors:** Each new exterior door requires an exterior level landing that extends out from the house at least 36" and a porch light switched from inside the door. CRC R311.3
- H Convenience Outlets:** Indicate on the plans locations of all convenience receptacles or outlets. In habitable rooms, space outlets on each wall that is 2' or wider, not more than 6' from doors or openings and no more than 12' on center along walls.
- I GFCI protection:** All bathroom convenience outlets must be GFCI protected and tamper resistant. All exterior outlets must be GFCI protected and weatherproof (WP). CEC 210-8
- J Gas water heaters or furnaces:** water heaters or furnaces may be installed in bedrooms and bathrooms with enclosures in accordance with CPC 504.1 & CMC 904.1.
- K** For construction details relevant to the garage curb, refer to the Example New Concrete Curb at Garage Door.





**A**

**EXAMPLE EXISTING FRONT ELEVATION**



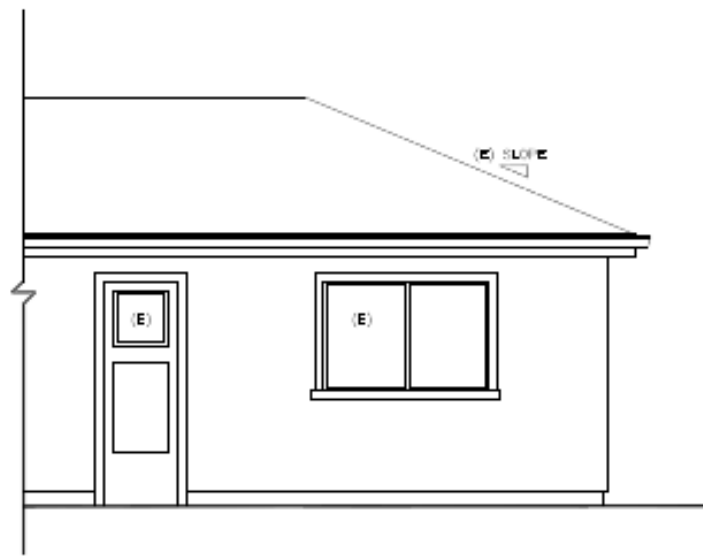
*\*Note: If there are any changes to the exterior elevations, please provide an Existing and Proposed (New) Elevation View.*

**B**

**EXAMPLE REVISED FRONT ELEVATION**

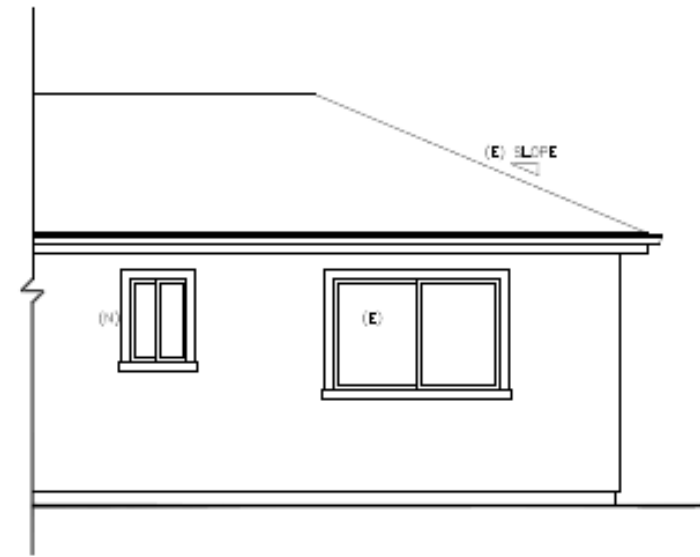






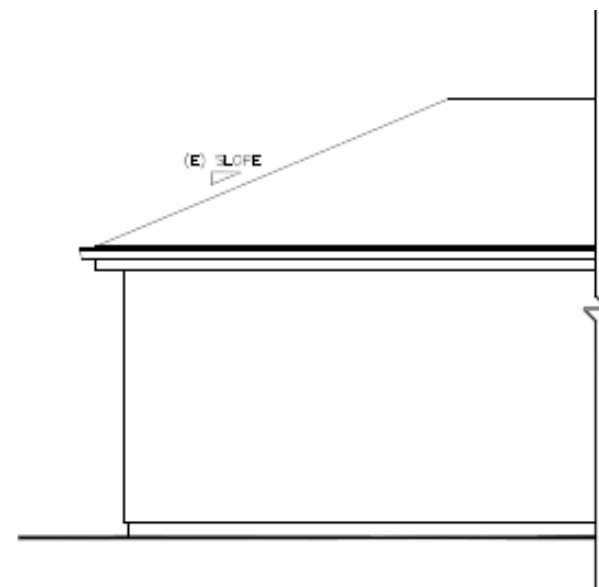
**A**

**EXAMPLE (E) LEFT SIDE ELEVATION**



**B**

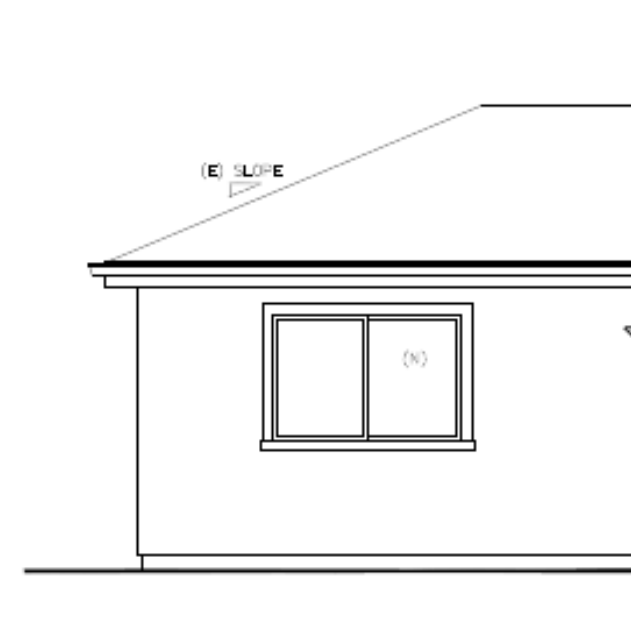
**EXAMPLE (N) LEFT SIDE ELEVATION**



Note:  
Partial Elevations are acceptable for side views

**C**

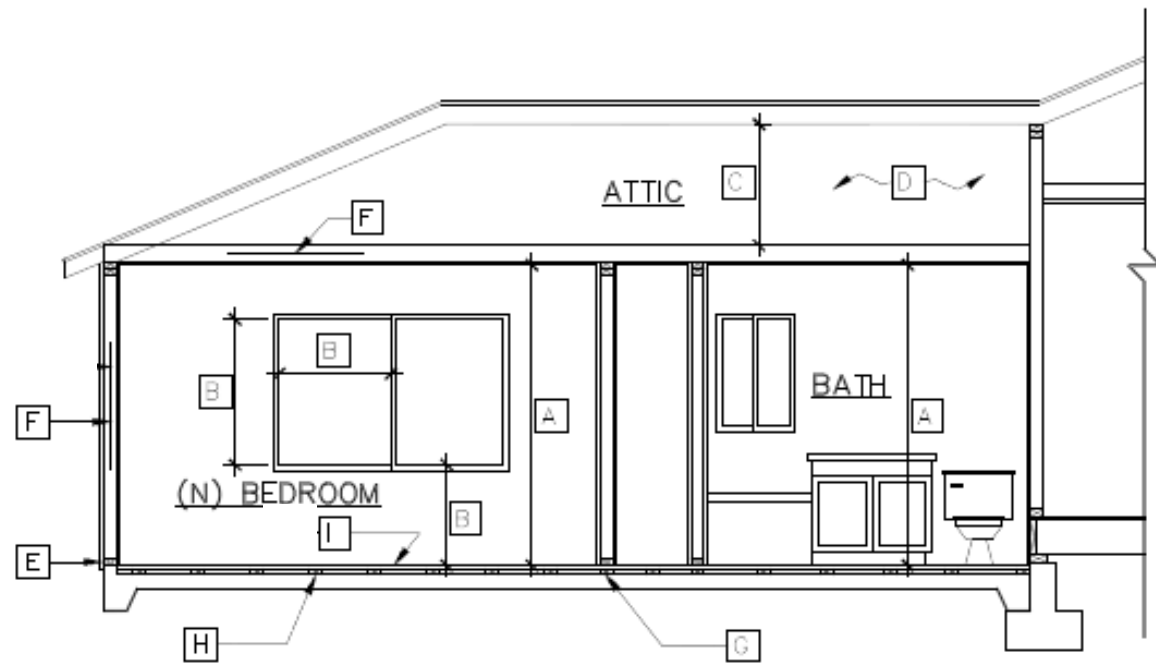
**EXAMPLE (E) RIGHT SIDE ELEVATION**



**D**

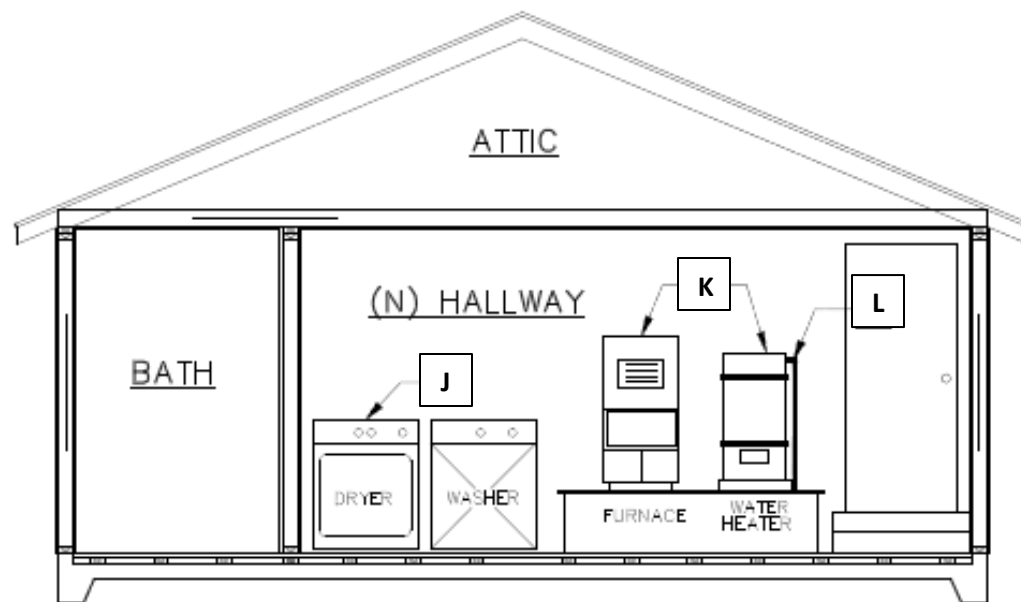
**EXAMPLE (N) RIGHT SIDE ELEVATION**





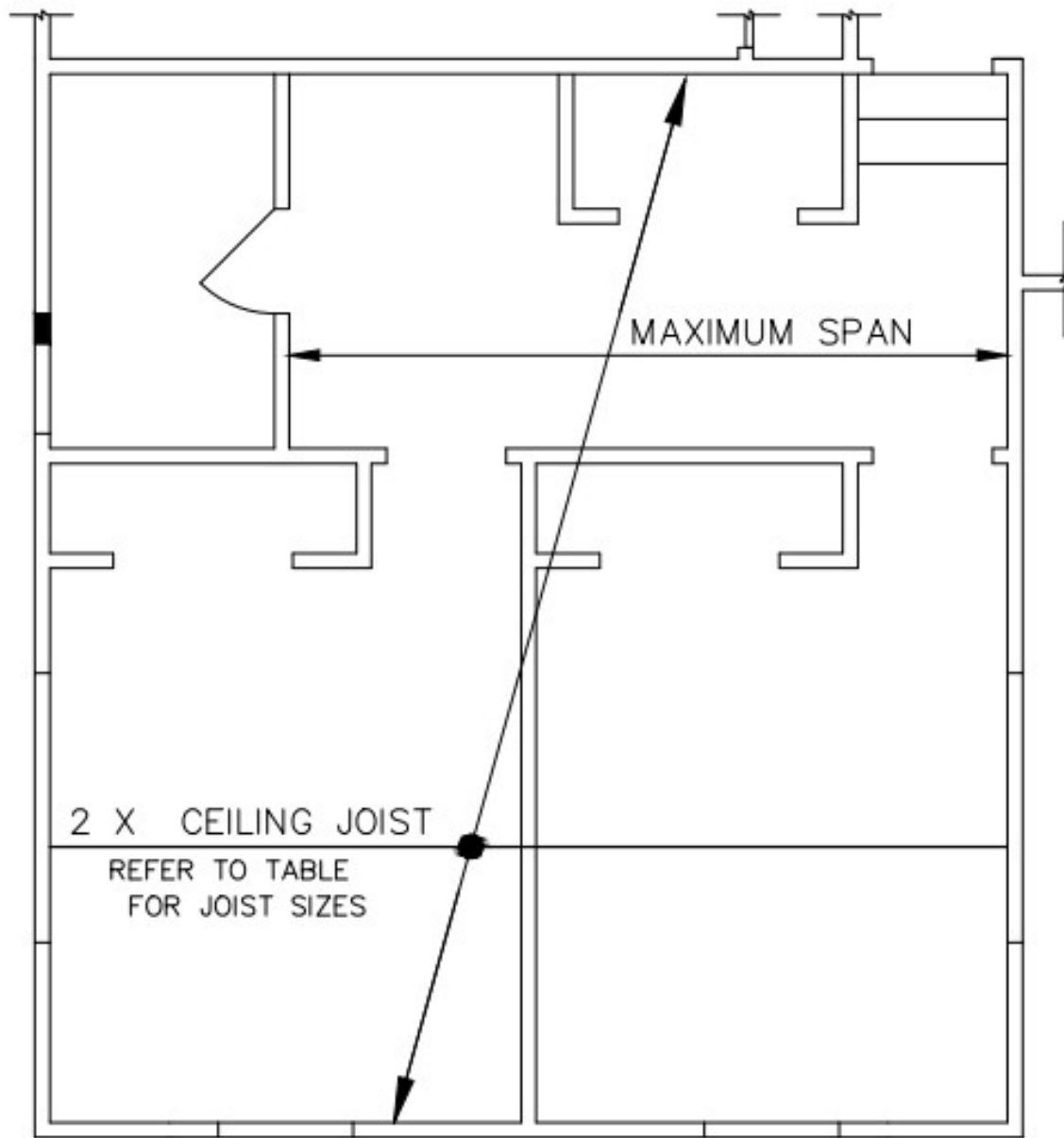
- A Ceiling Heights:** Shall be at least 7' in habitable rooms (bedrooms, living rooms, dining rooms). Bathrooms. Toilet rooms and laundry rooms not less than 6' 8". CRC R305.1
- B Emergency escape windows:** Each new bedroom or sleeping room shall have an emergency escape window that is at least 20" in width (net), 24" in height (net) when open AND with an operable area of at least 5.0 square feet in area. Escape windows shall be installed with bottom of clear opening no more than 44" above finish floor. CRC R807
- C Attic access:** Provide access to attic space with an access opening at least 22" X 30" in size. Locate the access door where there is at least 30" of clear head space in the attic. CRC R807
- D Attic ventilation:** Attics must be ventilated with total area of attic vents at least 1.0 s.f. (net) for each 150 s.f. of attic area to be ventilated. Indicate on the plans the size, location and type of each vent. CRC R806.2
- E Sill plates:** Sill plates for new walls in garage conversions must be pressure-treated wood or Foundation Grade (FG) Redwood. CRC R317.1
- F Insulation:** Indicate on the plans exterior wall insulation and ceiling insulation. Minimum wall insulation is R-19 (walls) and minimum ceiling insulation is R-38.
- G Solid block under all new interior walls.**
- H All sleepers for new subfloor must be pressure-treated wood.**
- I A vapor barrier (10 mil. minimum) is required.**
- J Provide vent to outdoor for dryer. Vent ducts shall not exceed a total combined horizontal and vertical length of fourteen (14) feet, including two (2) 90-degree elbows. Two (2) feet shall be deducted for each 90-degree elbow in excess of two (2).**
- K Provide combustion air for all natural gas appliances and an enclosure as required by the Mechanical Code.**
- L Water heater T&P (Temperature & Pressure) Valve shall be drained to the outside and the discharge termination points readily observable.**

**A** EXAMPLE CROSS SECTION



**B** EXAMPLE CROSS SECTION





CEILING JOIST SPACING (Inches)	SPECIES & GRADE	DEAD LOAD = 5 POUND PER SQUARE FOOT			
		2 X 4	2 X 6	2 X 8	2 X 10
		MAXIMUM CEILING JOIST SPANS			
		(ft - in)	(ft - in)	(ft - in)	(ft - in)
16	Douglas Fir-Larch ss	11-11	18-9	24-8	NOTE a
	Douglas Fir-Larch #1	11-6	18-1	23-10	NOTE a
	Douglas Fir-Larch #2	11-3	17-8	23-4	NOTE a
	Douglas Fir-Larch #3	9-7	14-1	17-10	21-9
24	Douglas Fir-Larch ss	10-5	16-4	21-7	NOTE a
	Douglas Fir-Larch #1	10-0	15-9	20-1	24-6
	Douglas Fir-Larch #2	9-10	14-10	18-9	23-3
	Douglas Fir-Larch #3	7-10	11-6	14-7	17-4

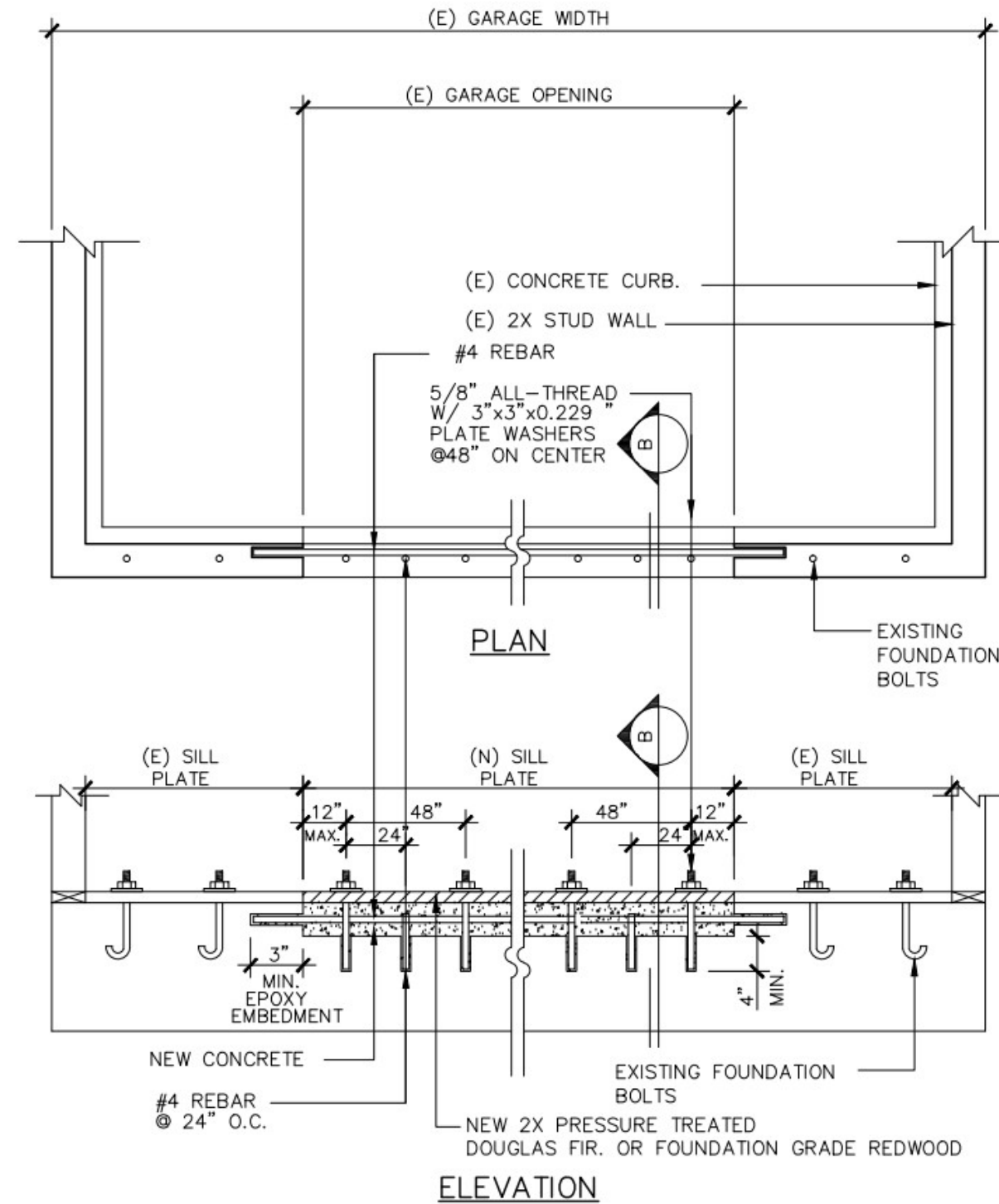
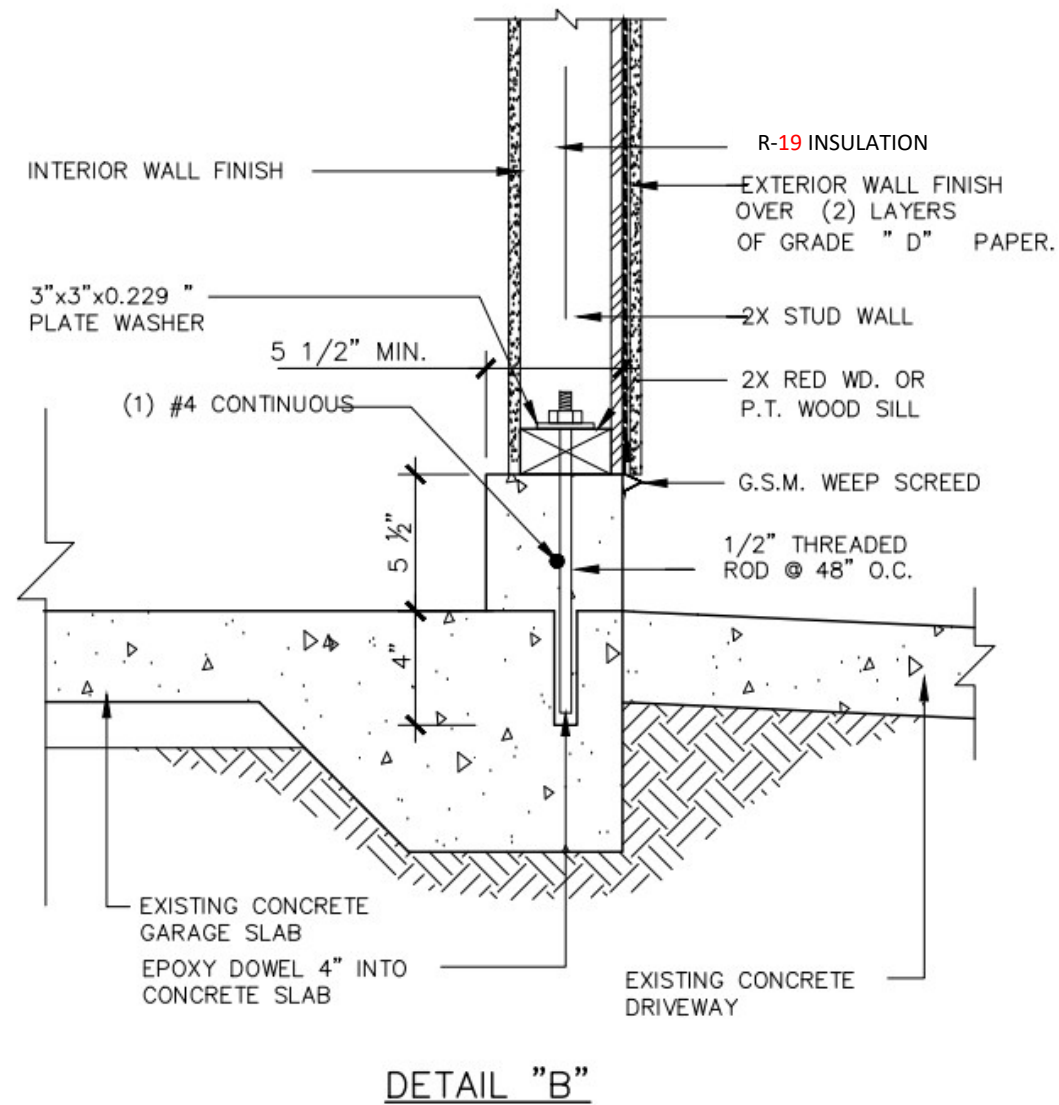
NOTE a: Span exceeds 26 feet in length. Check sources for availability of lumber in lengths greater than 20 feet.

**A** EXAMPLE CEILING FRAMING PLAN



**Sill plates:** Sill plates for new walls in a Garage conversion must be pressure-treated wood or FG Redwood. CRC R317.1.

**New wall at Garage door** between driveway and Garage, provide a concrete curb on which the wall shall bear. The curb shall be at least 5 1/2" high x 5 1/2" wide with 1-#4 continuous steel reinforcing bar. Include a #4 dowel at 24" on center embedded and epoxied 4" into existing concrete floor slab. Extend each 2nd dowel through the sill plate with a 2"x 2" x 3/16" plate washers.



**A** EXAMPLE NEW CONCRETE CURB AT GARAGE DOOR

