



Planning & Community
Development

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Garage Conversion



The following information is needed in order to submit an application for a building permit. Depending on the scope of work, some items may not apply or may be combined. If you have a question on a required item, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information.

How do I Apply?

Submit a completed application package to Planning & Community Development with the applicable fee.

Review Process and Timing

A permit may be issued under the express permitting process if the building plans meet the express criteria. (See Express Permit Residential Development Handout)

What information is required on the plans?

Construction Plans with information demonstrating how the new space will meet the following:

- 2018 International Residential Code
- 2018 Uniform Plumbing Code (if applicable)
- 2018 Washington State Energy Code
- City of Shoreline Development Code

The following information should be included on the construction plans:

- Floor framing (where used)
- Wall framing
- Garage door in-fill framing and footing
- Energy code compliance
- Mechanical Equipment and location
- Whole house ventilation if conversion exceeds 500 square feet
- Site plan showing onsite parking

Hours of Operation:

Monday 8:00 am–5:00 pm
Tuesday 8:00 am–5:00 pm
Wednesday 1:00 pm–5:00 pm
Thursday 1:00 pm–5:00 pm
Friday 8:00 am–5:00 pm

Permit Processing Ends at 4:00 pm Daily

Filling in the Garage Door Opening

- A continuous footing is required under the existing garage door opening. The construction detail below is just one method. If others are proposed, submit the necessary construction details that meet compliance.

Energy Code

- The minimum prescriptive energy code shall meet the 2018 Washington State Energy Code. This form is part of the residential application package. If the minimum code cannot be met a component performance method (trade-off) can be used as an alternative approach to meet the energy code. The component method forms can be found at www.energy.wsu.edu and go to energy code.

Parking

- A minimum of two on-site parking spaces are required for single family residences.
- Additional spaces may be required for accessory uses like accessory dwelling units.

Outside Air Ventilation

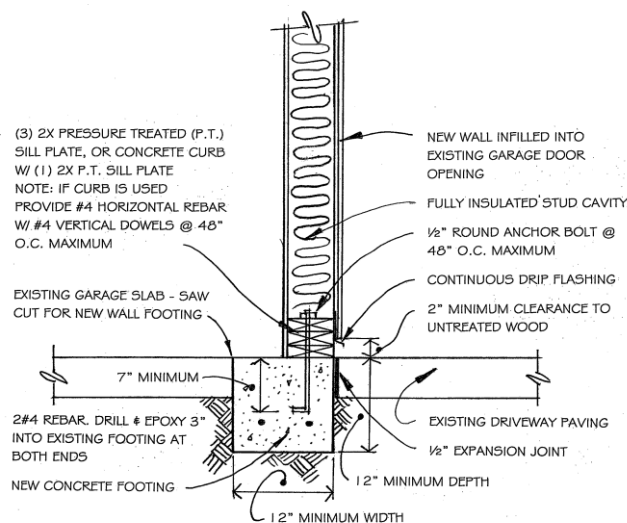
If the garage conversion is 500 square feet or greater, a whole-house ventilation system is required. Where bathrooms or kitchens are added to the space, a ventilation fan must be provided.

Existing Equipment Combustion Air

If existing fuel burning equipment is to remain in the converted garage space, combustion air shall be maintained. This can be accomplished by direct-vent appliances or construct a cold room for the appliance(s) while maintaining combustion air requirements. Other methods shall be considered.

Water Heater Pressure Relief

The pressure and temperature relief piping must be extended to the outside from the converted space. The pipe must terminate not more than 2' or less than 6" from finished grade.



GARAGE DOOR IN-FILL WALL DETAIL
NOT TO SCALE