

# CONVERSION OF SINGLE FAMILY DWELLING TO USE AS OFFICES

The following is a list of some of the more important items, which may be required in order to convert a single family dwelling into use as an office. Please check with each individual Department or Division for a full explanation of their requirements.

1. Change in use must meet requirements of Chapter 5 of the Uniform Code for Building Conservation (copy is attached).

## Could Require:

- a. Anchor bolts to be installed in foundation
  - b. Seismic analysis by a registered engineer
  - c. Additional exits to be installed
  - d. Strengthening of floors
  - e. Corrections if alterations or additions were previously performed without permits or not to code.
  - f. Eave lines to be removed if they are closer than 3' to property lines
  - g. Exterior walls and openings closer than 3' to property line to be changed to fire resistive construction
  - h. Wood shingles or shakes to be changed to fire resistive roofing material when re-roofing is done and roof area is greater than 6000 sq ft or roof is less than 10 ft to property line
  - i. A new certificate of occupancy must be issued by the Building Inspection Division
  - j. There is an appeal process for Building Code interpretations
2. Handicapped accessibility requirements:
    - a. Accessibility to the handicapped may be required if Building Code changes are required or if remodeling is done.
    - b. Additional restroom may be required if item (a) occurs
    - c. Additional restroom may be required if number of employees exceeds four and both sexes are employed
    - d. See attached definition for criteria to establish a "hardship" exemption from handicapped accessibility standards
  3. State of California Energy calculations may be required when altering lighting or heating of structure
  4. Approval for the change in use must be obtained from the following departments:
    - a. Community Development
    - b. Public Works
    - c. Fire Department

## COMMUNITY DEVELOPMENT DEPARTMENT REQUIREMENTS:

1. Conditional Use Permit must be obtained from Community Development Department.
2. Must meet parking requirements for type of business.
  - a. One space per 300 square feet of floor area
  - b. Medical offices requires five spaces per practitioner
  - c. See Community Development for additional requirements
3. Driveway width may be required to be increased depending on direction of traffic.
  - a. Requests for reduction in widths may be referred to the Traffic and Transportation Commission for consideration and are included in the Use Permit application for consideration by the Planning Commission
4. Additions are subject to zoning regulations for setbacks, separations, heights, etc.
5. Preservation of existing architectural features of the area is encouraged.
6. Landscaping may be required.
7. Fencing of interior yards may be required.

## FIRE DEPARTMENT, FIRE PROTECTION DIVISION REQUIREMENTS:

1. The following fire flow amounts are required as per PUC General Order 103
  - a. 1000 GPM – single story
  - b. 1500 GPM – two story
  - c. See attached map for available fire flow in specific areas as of March 1, 1989, fire flows may not be accurate at a later date.
2. Driveway depth, access to building, width of access, and vertical clearances are all subject to review and approval.
3. Fully automatic fire sprinkler systems may be substituted for some requirements upon approval of the Fire Chief.

## PUBLIC WORKS DEPARTMENT REQUIREMENTS:

1. Grading and drainage plan may be required depending on needed work.

## Chapter 5

# MINIMUM PROVISIONS FOR CHANGE OF OCCUPANCY

### General

Section 501. (a) Change of Occupancy. The character of the occupancy of existing buildings and structures may be changed, provided the building or structure meets the requirements of this chapter and the requirements of Chapter 4. Where no specific requirements are included herein, the building or structure shall comply with the Building Code.

Every change of occupancy to one classified in a different group or a different division of the same group shall require a new Certificate of Occupancy regardless of whether any alterations to the building are required by this code.

If the building or portion thereof does not conform to the requirements of this code for the proposed occupancy group or division, the building or portion thereof shall be made to conform to the Building Code except as specified in this code. The building official may issue a new Certificate of Occupancy stating that the building complies with this code.

- (b) Hazard Category Classifications. The relative degree of hazard between different occupancy groups or between divisions of the same group shall be as set forth in the hazard category classifications. Tables Nos. 5-A through No. 5-E. An existing building may have its occupancy changed to an occupancy within the same hazard group or to an occupancy in a lesser hazard group without complying to all the provisions of this chapter. An existing building shall comply with the requirements of the Building Code, except as specified in this chapter, when a change in occupancy will place it in a higher hazard group or when the occupancy is changed to Group A, divisions 1 or 2, Group E, H or I.

### Heights and Areas

Sec 502. Heights and areas of buildings and structures shall meet the requirements of the Building Code for the new occupancy.

EXCEPTION: Existing buildings exceeding the maximum allowable heights and areas permitted for new buildings may undergo a change of occupancy if the hazard level of the new occupancy is equal to or less than the existing hazard group as shows in Table No. 5-A.

### Fire Safety

Sec 503. (a) General. When a change of occupancy is made to a higher hazard group as shown in Table No. 5-A, all elements of the exit system shall comply with the requirements of the Building Code.

EXCEPTION: 1. Existing exit corridors and stairways meeting the requirements of Chapter 4 may be used.

2. Exit system elements may meet the compliance alternatives contained in the U.C.B.C. Guidelines. (b) Existing Exit Systems. Existing exit systems complying with Chapter 4 shall be accepted if the occupancy change is to an equal or lesser hazards group when evaluated in accordance with Table No 5-B.

(c) Separation of Occupancies. When a change of occupancy is made to a higher hazard group as shown in Table No. 5-C, occupancy separations shall be provided as specified in the Building Code. When approved by the building official, existing wood lath and plaster in good condition or ½ inch thick gypsum wallboard may be accepted where a one hour