



Converting a Single-Family home into a Commercial Business

THE INFORMATION LISTED BELOW MAY NOT COVER ALL CIRCUMSTANCES THAT WILL ARISE IN A CONVERSION. WE SUGGEST THAT YOU SCHEDULE AN APPOINTMENT TO MEET WITH THE ZONING AND BUILDING DEPARTMENT TO REVIEW ANY PLANS YOU MAY HAVE BEFORE THE PROCEEDING.

1. Zoning approval is required before a permit can be issued.
2. A permit and inspection are required before occupying the building.
3. No remodeling or conversion work shall be done without a building permit and inspection.

THIS IS A PARTIAL LIST OF THE UPGRADE REQUIREMENTS (each project may require addition upgrades)

INTERNATIONAL BUILDING CODE REQUIREMENTS

1. Handrails and guardrails shall be on exterior and interior stairway of the building.
2. Stairs shall meet the minimum code requirements and be in good condition, ramps may be required.
3. Accessibility requirements as per the International Building Code.
4. Occupancy separation and shaft enclosures.
5. Floor loads and roof structure inspection.
6. Basement ceiling/floor separation.
7. Light and ventilation requirements.
8. Attic access and ventilation.
9. Two restrooms are required when the number of employees exceeds four.
10. Address required on the building.
11. Submit 2 sets of floor plans with room dimensions.

NATIONAL ELECTRICAL CODE REQUIREMENTS

1. Possible service upgrade with the addition of new equipment, appliances, etc.
2. Water pipe and grounding electrode system.
3. Any new receptacles shall be grounded and GFCI protected in restrooms.

INTERNATIONAL PLUMBING CODE

1. A new water closet with elongated bowl and open front seat shall be installed.
2. Possible upgrade may require larger size piping.
3. Backflow protection is required on all hose bibs.
4. Venting of plumbing systems.
5. Approved water shut offs.
6. Vent and flue terminations shall not be within 10-feet of cooler.

INTERNATIONAL MECHANICAL CODE

1. Combustion air installed as per code.
2. Proper flues.
3. Cold air return installed as per code.

The building and yard shall be in good general repair. Parking areas are required to be a hard surface, appropriately located, stalls shall be marked and number adequate for use.