

General Process Steps to Convert an Existing Structure to a Duplex or Triplex

This handout identifies the general steps that need to be completed with the City in the process of converting an existing structure to a duplex or triplex. **It is not meant to be a comprehensive guide as each property has unique characteristics and the proposed work scope may trigger additional requirements.**

Get Applicable Info

1. The proposed use must be allowed. Verify with Zoning Administration staff to determine if the property is eligible to be converted. Any other applicable zoning code requirements can also be identified at this time.
 - a. Must meet zoning code standards, including (but not limited to):
 - i. Egress wells limited to 16 sq. ft. in area and not closer than 2' to property line in required yards.
2. Applicable building code requirements must be met. Talk to Construction Code Services (CCS) Plan Review
 - a. Must meet building code standards:
 - i. For specific details please reference CCS "Adding Dwellings" handout.
 - ii. Provide code analysis. Obtaining the services of a design professional, such as an architect, may be necessary.
 - iii. CCS Plan Review staff will provide information about service availability charge (SAC)/park dedication fees, and Development Coordinators can provide a handout covering this in more detail.
3. Applicable housing code requirements must be met and a rental license must be obtained. Talk to Regulatory Services regarding a rental license.

Apply for Required Permits

4. Determine the scope of work.
 - a. Interior work only – Submit a building permit application with scaled floor plans for all levels of the structure that address any applicable zoning, building and housing code requirements.
 - b. Interior and exterior work – Submit a building permit application with scaled site plan, floor plans, and elevations that address any applicable zoning, building and housing code requirements. A survey may also be required depending upon the scope of work.
5. Submit building permit application and plans through a Development Coordinator for routing for review. No over the counter reviews from Zoning or CCS Plan Review are given for dwelling unit conversions.
6. City staff will review plans – additional information may be requested and changes to the plans may be required to meet all applicable standards and codes. After the plans are reviewed by City staff, additional information may be required, or other issues may need to be addressed. Any issues will need to be remedied before the permit can be approved.
7. After the necessary building permit approvals have been obtained, pay for the building permit and applicable development fees. Applicable development fees include SAC/park dedication fees.

Inspections and Final Steps

8. Construction begins. The applicant schedules inspections as required throughout construction.
9. Once inspections are signed off (approved), CCS will issue a new Certificate of Occupancy (CO).
10. Regulatory Services will issue rental license upon issuance of the CO.