City of SACRAMENTO
Community Development

300 Richards Blvd., 3rd Floor
Sacramento, CA 95811

Help Line: (916) 264-5011
planning@cityofsacramento.org

# Garage Conversions

Application for Site Plan & Design Review Exemption

City Code Section 17.808.160(A)(1)

**Overview**: Site Plan and Design Review (SPDR) is a planning permit required for the exterior aspects of development such as new structures, additions to existing structures, and site features (e.g., fences/walls, landscaping). SPDR does not include consideration of land use (e.g., residential dwelling, retail business). Unless exempted, new development requires SPDR approval before filing a building permit application.

**Purpose**: This form is used for the review of SPDR exemption requests for the conversion of existing vehicle parking garages within residential structures to other use(s) (e.g., additional rooms).

**Historic Properties**: This form may not be used for properties located in a historic district or ones that involve a historic landmark. Review Preservation Step by Step for info about the review process for historic properties.

**Application requirements**: Applications shall include all the following:

- ☐ Application Form: Fill all portions of this form with required text, check all boxes that apply.
- ☐ Plans: A site plan, building elevation plans, and floor plans.
- ☐ Color photographs: Provide photos of the work area, including photos of existing siding and roofing materials.

**How to submit this application:** Use the Public Permit Portal to submit your application form, building permit forms, plan, and photographs. Review the Planning Permit Submittal webpage for more information on how to submit.

**Fees:** There is a fee of **$132.00** for this form. The fee will be invoiced upon building permit acceptance.

**After submittal**: The assigned planner will review in two sequential phases: (1) for completeness (i.e., Is all the information required by this form present and accurate); and, once complete, (2) for compliance with City Code Section 17.808.160(A)(1).

**How to ask questions:** All questions before and during the submittal process can be directed to planning@cityofsacramento.org, or by visiting the public counter in-person through a scheduled appointment. In-person appointments can be scheduled through the Appointment Scheduling website.

## I. Property & Applicant Information

**Property Information**

Planning Approval Stamp

Address or Assessor Parcel Number(s): _____

**Applicant Information**

Name:_____

Company Name:_____

Contact Information: _____

☐ Invoice Planning Intake Fee

## II. Compliance Checklist

Documents to upload: ☐ Plans ☐ Photographs merged into one PDF

**Instructions: Answer Section A or B depending on conversion type. Each question requires "yes" for SPDR exemption.**

| | **A. Garage Conversions WITH Door Changes - Do plans indicate the garage door:** | **Yes** | **N/A** |
|---|---|---|---|
| 1. | Is framed in with new siding material that matches the existing house? | ☐ | ☐ |
| 2. | If new window(s) or door(s) are included, do they match the existing house? | ☐ | ☐ |
| | **B. Garage Conversions WITHOUT Door Changes - Do plans indicate the garage door:** | **Yes** | **N/A** |
| 1. | Is maintained? | ☐ | ☐ |
| 2. | If new window(s) or door(s) are included, do they match the existing house? | ☐ | ☐ |