

# Model Home Sales Office Permit Guide

## Conversion from Residential to Commercial

### Submittal Requirements:

1. **Project Narrative (required)**
  - Describing the scope and nature of the project, including compliance with the 2010 ADA Standards for Accessible Design.
2. **Construction Plans (required)**
  - The plans must be prepared by an Arizona registered design professional. The plans must be sealed, signed, and dated by the design professional or be accompanied by an approval letter from the original Registered Design Professional and comply with the current IBC.
  - The local wind and seismic design criteria must be stated on the title sheet of the construction plans.
  - The Master Plans (SPRs) for the single family residential structures do NOT contain any details for the construction of the Garage door opening in-fill wall. These new walls are subject to our local wind loads.
  - The construction plans must provide details for the construction and attachment of the Garage door opening in-fill wall.
  - The construction plans must provide a floor plan that complies with the 2020 ADA Standards for Accessible Design.
  - The construction plans must provide plan sheets for any plumbing, electrical, or mechanical work to be installed.
3. **Site Plan (required)**
  - Depicting driveways, parking spaces, street frontage and general layout of the property
  - Site plan shall denote the location of the required accessible parking facilities.
  - The site plan must show the accessible Exit Discharge from the converted Garage to the adjacent public way.
  - The site plan must show the location of the accessible toilet facilities, usually a portable unit.
  - The site plan must show the required accessible routes from the accessible toilet facility to the accessible parking facilities and to the main accessible entrance to the converted Garage.