

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 no fee for this form.

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**

Address or Assessor Parcel Number(s): _____

Planning Approval Stamp

Applicant Information

Name: _____

Company Name: _____

Contact Information: _____

II. Compliance ChecklistDocuments 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 <u>WITH</u> 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 <u>WITHOUT</u> 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?	☐	☐