



# GARAGE CONVERSION PERMITS

## FREQUENTLY ASKED QUESTIONS

### CAN I CONVERT MY GARAGE INTO A ROOM?

*Only if you have an additional 2-car garage on your property*

### WHAT ARE THE REQUIREMENTS?

*The resulting room must meet all current codes and ordinances*

## PERMITS & FEES

A building permit is required to convert all or part of a garage into a finished room. A separate permit is also required to construct an additional garage if required.

The Permit Type is BUILDING (RESIDENTIAL) and the Work Class is ALTERATION.

The fees depend on the scope of work.

## SUBMITTAL REQUIREMENTS

All permit applications and inspection requests are done online through the City's CSS portal:

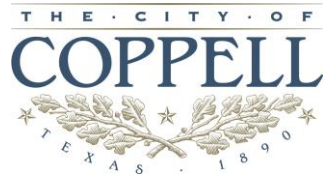
<https://energovcss.coppelltx.gov/EnerGovProd/SelfService#/home>

Typical submittal requirements for garage conversion permits include, but are not limited to, the following. Submittal requirements may vary depending on the scope of work. Additional documents may be requested by City staff. Documents must be in PDF format.

- Detailed, dimensioned floor plans
- Elevation drawings of exterior changes
- Site plan showing the location of garage space to accommodate two standard cars
- Electrical plan
- Plumbing plan

## TYPICAL REQUIRED INSPECTIONS

Typical inspections for garage conversion permits are similar to a residential remodel or addition. Required inspections may vary, depending on the scope of work. City-approved plans must be on site for all inspections. Inspections that are requested before 4 pm will be conducted the next business day.



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## GENERAL REQUIREMENTS

By ordinance, you must provide 2 enclosed parking spaces (garage spaces) on a residential property.

## CODES AND ORDINANCES

The City of Coppell has adopted the 2015 Editions of the International Building, Residential, Energy, Plumbing, Mechanical, Fire, Property Maintenance, and Existing Building Codes. The City has also adopted the 2014 National Electric Code and the 2018 International Swimming Pool and Spa Code. Engineers involved in the design or construction must be licensed in the State of Texas. The Code adoptions and local amendments can be found in Chapter 15 of Coppell's Code of Ordinances. Zoning regulations are in Chapter 12, and fence regulations are in Chapter 9. All contractors must be registered with the City of Coppell and licensed as required by the State.

[https://library.municode.com/tx/coppell/codes/code\\_of\\_ordinances](https://library.municode.com/tx/coppell/codes/code_of_ordinances)