



MODEL COMPLEX AND SALES OFFICE IN GARAGE PLAN SUBMITTAL CHECKLIST

Checklist intended for Model Complex and Sales Office in Garage. **Note: All references comply with the 2024 International Residential Code (IRC) and 2024 International Fire Code (IFC).**

Administrative

- ☐ 1. Provide **detailed** project narrative.
- ☐ 2. Identify site address.
- ☐ 3. Provide vicinity map showing areas surrounding the site.
- ☐ 4. Provide project site plan.

General

- ☐ 1. Letter stating the following:
 - a. How garage shall be temporarily converted into a sales office.
 - b. How dwelling shall remain uninhabited until sales activity ends and office is reconverted back into a garage.
 - c. How existing trailer shall be removed upon final inspection of garage conversion permit.
 - d. Parking lot location.
- ☐ 2. If making structural changes, provide structural plans with calculations for structural changes sealed by an Arizona registered engineer (P.E.).

Site Plan

- ☐ 1. Dimensioned scalable site plan, including all setbacks to property lines, right-of-way measurements, easements, address and lot number.
- ☐ 2. Label and dimension parking spaces.
 - a. Minimum requirement: 9- X 18-foot parking space.
 - b. Paved by dust proof material.
 - c. Identify location of drive approaches.
 - d. Provide curb stops for parking spaces.
 - e. Provide ADA-compliant van accessible parking space with required signage.
 - f. Provide accessible route from ADA-compliant parking space(s)



to sales trailer entrance including but not limited to sloped walkways, route markings and handrails if applicable.

- g. Provide ramp detail showing slope of ramp, height of handrails and landings. Note on plans if trailer is ground set.
- h. Entry walk from parking lot to sales trailer shall be 36 inches minimum wide with a firm, stable surface.

Floor Plan

- ☐ 1. Garage conversion floor plan including egress door location and exterior lights.
- ☐ 2. Provide 2A,10B:C fire extinguisher. (IFC 906)
- ☐ 3. Provide no smoking sign or symbol.
- ☐ 4. Provide water dispenser(s).
- ☐ 5. Provide sign above exit door stating, "This door to remain unlocked while building is occupied".
- ☐ 6. Identify sales trailer heating source.
- ☐ 7. Provide safety glazing at both interior and exterior locations of sales office where required.

Americans with Disabilities Act (ADA) Compliance

- ☐ 1. Provide ADA compliant lever hardware on both sides of doors in sales area.
- ☐ 2. No steps on walkways to main entry door.
- ☐ 3. Sliding door shall be easily openable.
- ☐ 4. Entry door landings shall comply with the following requirements:
 - a. If door swings out, landing shall be 18 inches wider than door on the latch side.
 - b. If door swings in, landing shall be 12 inches wider than door on the latch side.
- ☐ 5. Entry door landing and interior floor shall be level.
 - a. Landing shall slope ¼-inch per foot maximum in any direction.
 - b. Landing side slopes shall be 2% maximum.
- ☐ 6. Where ramp slope exceeds 5%, provide handrails on both sides, extending 12 inches beyond end of ramp.
- ☐ 7. Provide landing at top and bottom of ramp.



- ☐ 8. Identify height of threshold
 - a. Height shall be 1 ½ inches maximum.
 - b. Threshold may be ½-inch if sides are beveled.
- ☐ 9. Floor inside sales trailer shall be firm and slip resistant.
- ☐ 10. Provide ADA accessible water closet (restroom).
 - a. Show access detail from construction trailer to water closet.

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