

**A  
GUIDE  
FOR APPLICATION TO CONVERT:  
CARPORT TO GARAGE  
OR  
CARPORT/GARAGE  
TO  
LIVING SPACE**

---

"This information is provided for convenience only and is not a substitution of applicable City Bylaws, Provincial or Federal Codes or Laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws."

---

Whether you are thinking about enclosing your carport to a garage or living space or if you need more interior space for your house so wish to convert your garage to living space there are a few things that must be considered before moving forward. This guide will provide some answers and some questions that will need to be considered before renovating these areas:

- Is the property located in the flood plain?

This limits the uses of this converted area. Suites are not permitted in the flood plain so if the plan was to use this area to create a suite then this could not happen. The house may have a restrictive covenant registered on title that limits what can be done below a certain elevation. A title search will need to be done and obtain copies of any covenant registered on title. These documents should have been provided as part of the purchase documents received when the purchase completed.

- Are there any covenants registered on the property that limit what can be done on the property or to the building?
- Is the property on a septic system?

Septic systems are designed based on the amount of living space; creating additional living space will require a Registered Waste Water Practitioner or Engineer to review the system to ensure it is capable of handling the additional load.

- If enclosing a carport, does the carport have; a continuous foundation around its perimeter? Does this foundation extend at least 18" below grade? If the answer is no to either of these questions then a continuous foundation to a minimum depth of 18" below grade will need to be installed around the perimeter of the area being converted in line with the exterior walls. If a foundation does exist it probably does not exist at the opening where you access the carport or garage therefore this area will require to have one added either across the entire opening if fully enclosing to living space or to support the side walls when enclosing the area to form a garage.
- Any windows that currently open into the carport would need to be removed and relocated to another exterior wall if no other windows exist in those rooms.
- Any ducting that exhausts air or takes air from this area will need to be re-routed and depending on the length of the piping the piping may have to be increased in size.

**PLEASE TURN PAGE OVER**



## The following information is required for a carport conversion building permit application:

- Completed Residential building permit application form.
- 2 complete sets of plans to scale  $\frac{1}{4}'' = 1'-0''$ . Separate pages for floor/foundation plans & elevations (Minimum sheet size 11x17),
  - including floor plans showing existing and proposed layouts, adjacent rooms and spaces, door, window and corridor dimensions and proposed use of rooms;
  - applicable elevation drawings including spatial separation calculations (Area of the entire wall from finished grade to the underside of the uppermost ceiling plus the area of all windows or glass in doors proposed for that wall). This is required to ensure the Building Codes minimum requirements for fire spread to adjacent properties are met;
  - a cross section showing foundation detail and dimensions from finished floor to finished ceiling, construction assembly for walls and ceiling/roof space (what the walls are being constructed of 2x4 or 2x6, etc.) and
- \*\*Site plan is required to ensure zoning compliance.

## BC Building Code requirements for conversion of carport to garage:

- Electrical & gas meters are required to be relocated to an exterior wall if currently in the area that will become enclosed.
- Separate electrical permits required for new or modification to existing electrical system.
- Walls constructed to enclose a carport or to create a room within this space are to be framed on a foundation if bearing wall or frost wall if non-bearing. The existing slab will need to be cut and a foundation poured to a minimum 450mm (18") below ground **and to the depth of the existing foundation**. This is required to prevent damage to the existing structure from frost heave. Foundation to extend a minimum 200mm (8") above exterior grade.
- Framing materials must be protected from contact with concrete by poly or other approved membrane.
- Provide minimum 200mm (8") clearance between cladding and finished grade. Minimum may be reduced to 52mm (2") clearance from cladding to paved surfaces (i.e. walkways and driveways).

**PLEASE TURN PAGE OVER**



- Electrical boxes in all walls and ceilings adjacent to habitable space are to be of the "gasket sealed" type.
- Door leading to habitable space must be exterior grade and weather stripped, complete with a self-closer and security screws.
- Egress windows from existing bedrooms may not lead to a garage, therefore additional windows may be required in the house which may require an engineer depending on where the openings will be placed and what is being supported by the current framing.
- Minimum 2.0m clear height is required throughout the garage floor space measured to the underside of door tracks or any other suspended fixture.
- For rooms constructed in garage - that contain services for running the house (i.e. furnace, hot water tank, etc) - a foundation extending to undisturbed ground must be constructed.

### **Additional requirements for conversion of carport/garage to habitable space:**

1. Two surface parking spaces on the property measuring 5.6m in width by 6m in depth are required. If this is not possible then the carport or garage cannot be enclosed to living space.
2. Electrical & gas meters are required to be relocated to an exterior wall.
3. Separate electrical and plumbing permits are required for new or modification to the existing systems.
4. Minimum 2.1m headroom required between finished floors and ceiling finish.
5. New exterior framed walls are required to have a minimum effective thermal resistance of 2.78 RSI and rain screened depending on cladding material.
6. Existing slab must be leveled, and 6 mil poly dampproofing/soil gas barrier applied to top of slab sealed to perimeter and any penetrations. If leveling the slab involves pouring a second slab, the poly may be installed between layers of concrete however an inspection is required prior to placing of concrete.
7. Unheated floors-on-ground that are above the frost line and have no embedded heating pipes, cables or ducts shall be insulated to a minimum effective thermal resistance of 1.96 RSI.
  - a on the exterior of the foundation wall down to the footing and must overlap the wall framing, or

**PLEASE TURN PAGE OVER**



- b on the interior of the foundation wall, as applicable,
  - i beneath the slab for a distance not less than 1.2m horizontally or
  - ii vertically down along the foundations perimeter to the top of the footing. Further, a thermal break between the edge of the slab and the foundation wall is required. This thermal break must have an RSI value at least 50% of the required thermal resistance for the insulation below the slab,
  - iii on top of the slab for a distance not less than 1.2m horizontally from its perimeter, or
  - iv within the wooden sleepers below the floor for a distance not less than 1.2 metre horizontally from the perimeter foundation,
8. Roof spaces are required to have an effective thermal resistance of 6.91 RSI for attic spaces with 1m<sup>2</sup> of ventilation for every 300m<sup>2</sup> of insulated area for trusses roof spaces; and an RSI 4.67 for roof joists and flat roofs with 1m<sup>2</sup> of ventilation for every 150m<sup>2</sup> of insulated area. Ventilation is to be arranged so that at least 25% of the ventilation is at the top and 25% at the bottom (soffit/ridge vents) of the roof space.
9. If proposed plans include a bedroom, an egress window is required with no opening dimension less than 380mm (15") and a minimum unobstructed opening area of 0.35m<sup>2</sup> (3.77 ft<sup>2</sup>). This would require a window with a clear openable portion that is a minimum 15" wide by 3ft. high when measured in the open position.
10. Existing bathroom or kitchen exhaust fans or dryer ducts that vent into existing carport need to be re-routed to exhaust to the exterior.
11. Any air intakes that take air from this space will need to be relocated.

The following forms are available at the Building Department front counter or on our web page <http://www.mapleridge.ca/184/Building>. All forms **must** be completed when submitting your plans for approval.

- [Residential Building Permit Application](#)
- [Zoning Checklist](#)
- [Owners Acknowledgement of Responsibility - Simple Buildings](#)
- [Letter of Authorization](#) – General for non-owner applicants

Some additional documents that may be of assistance;

- [Secondary Suite Guide - New](#)
- [Single Family/Accessory Addition Guide](#)
- [Temporary Residential Unit \(TRU\) Guide](#)
- [Basement Finish Sample Drawing](#)
- [Floodplain Construction Hammond Area](#)
- [Energy Guidelines](#)