



City of Atascadero

COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

UN-HABITABLE TO HABITABLE SPACE CONVERSION INTAKE CHECKLIST

INTAKE MEETINGS ARE REQUIRED AND BY APPOINTMENT ONLY.

MON – THURS BETWEEN 9:00 A.M – 3:30 P.M. AND FRIDAY BETWEEN 9:00 A.M. – 11:30 A.M.

*Note: Incomplete submittals and walk-in submittals will **not** be accepted at the counter.

SEISMIC DESIGN CATEGORY C, D or E - CLIMATE ZONE 4 - WIND ZONES 85 M.P.H - EXPOSURE ZONE “B” OR “C”

ZONING ORDINANCE - NATIVE TREE ORDINANCE - ATASCADERO MUNICIPAL CODE - 2025 CBC - 2025 CRC - 2025 CEC
2025 CPC - 2025 CMC - 2025 CGBC – 2025 CWUI - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE
(TITLE 24)

I. Application and Forms:

- Email Permitcenter@atascadero.org to schedule an intake meeting or submit digitally by requesting an upload link.
- Complete Building Permit Application – Signed by property owner, Authorized Agent, or Licensed General Contractor.
- Grant Deed / Title Report – Required if applicant name is different than County Assessor's records or deferring impact fee payment until Final on 2nd unit conversions.
- Construction Waste Management Plan.
- Encroachment Permit (Separate Application) – Required for all work within the City's Right-of-Way.

II. Fees:

- Advance Plan Check Fee – Determined at the intake meeting. Additional fees applicable at permit issuance.
- Development Impact Fee – Required if converting to a Residential Unit. Payment may be deferred to Final with signed Impact Fee Agreement at permit issuance.
- School Fees (if converting 500 SF or larger) – Required prior to issuance with fees paid to the Atascadero Unified School District. City will provide form.

III. Site Plan (3 sets; if applicable): see elements of a site plan handout.

- Required Parking – If an existing garage is being converted, replacement parking spaces must be identified on the site plan to meet the minimum requirement. Two onsite parking spaces are required for an SFR. Parking spaces are 9' x 18' each, covered or uncovered and must be located outside the setbacks. One covered parking space is required for the first bedroom of a 2nd unit and an additional uncovered or covered parking space is required for any additional bedrooms.
- Septic Systems – If your residence is connected to a private sewage disposal system (septic system) **AND** if your conversion or remodel includes adding a bedroom, the existing septic tank, length and number of leach fields must be verified by a licensed professional septic contractor or engineer. If public sewer is available, a sewer connection may be required.
- Native Trees – All native tree drip-lines (where the branches extend, not just the trunk) within 20-feet of proposed construction activity shall show tree protection fencing. Construction activity within native tree drip-lines or native tree removal requires a report from a certified arborist. A separate planning application is required when removing native trees. To find an ISA certified arborist visit www.isaarbor.com/findanarboristsearch.aspx.

IV. Construction Drawings and Support Docs (3 complete drawings sets with 2 sets support docs):

- Existing Floor Plan Layout and Proposed Floor Plan Layout



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- Sections and Details (conversions only) – Framing attachments, garage door infill, dual glazed windows with one layer tempered is high or vary high fire severity zone, insulation, moisture barrier (elastomeric pain acceptable if not existing), etc.
- Title 24 State Energy Analysis – if applicable

V. Additional Information/ Required Prior to Issuance:

- One (1) Additional Floor Plan for County Assessor – Min. 11"x17"
- Fire Sprinklers (3 sets) – Required if converting to a 10 Primary unit or 2nd residential unit when the primary unit is sprinklered. Do not include within the construction plans. This is a separate deferred addendum permit that must be submitted for prior to issuance of main structure permit.

Email: permitcenter@atascadero.org if you have questions.

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