



Converting Attics, Basements and Garages to Living Space 9



CITY OF PORTLAND, OREGON - BUREAU OF DEVELOPMENT SERVICES
1900 SW 4th Avenue, Portland, Oregon 97201 • 503-823-7300 • www.portlandonline.com/bds

Finishing an attic, basement or garage is a great way to create more living space in your home. It is important to know that most existing basements, attics and garages were built to be used for storage rather than living space, so each conversion project is unique. The conditions of your site and dwelling will determine the scope and feasibility of the project.

Our knowledgeable staff is available to evaluate your proposal, answer your questions and provide you with information you will want to have before deciding whether or not converting an attic, basement or garage to livable space in your home is the right option for you.

Livable space or accessory dwelling unit

This publication is for homeowners who want to increase livable space in their single family homes by converting an attic, basement or garage or legalize existing space that was converted without permits. If your goal is to add a complete dwelling unit or *mother-in-law* quarters to your home, please request an Accessory Dwelling Unit (ADU) Information Packet from the Development Services Center (DSC).

Permit requirements

Building permit	Is required to convert attics, basements or garages to living space
Electrical, Mechanical and Plumbing permits	May also be required, depending on the scope of the work
Meeting with DSC staff about zoning and building issues early in the planning of your project is recommended.	
Permit Fees	Building permit fees are calculated based on the value of the project. Fees for electrical, mechanical and plumbing permits are based on the specific work being done. Fees are printed on the applications.



Evaluating your existing space

In unfinished areas, existing features such as ceiling heights, windows, stairs and insulation may not meet current building code requirements for living space. These conditions could make it expensive, difficult or even impossible for you to change your attic, basement or garage into living space.

Examples of other conditions that you want to know about include:

Garage conversions

- **Parking:** To convert your garage to living space, you may need to show how you will provide a required onsite parking space. Parking in your driveway alone may not meet this requirement.
- **Setback:** If you want to convert a detached garage to living space, the zoning code allows conversion of some existing garages within the side or rear setbacks with limits on size and height. Check with Planning and Zoning before conversion.
- **Firewall:** If the exterior wall is less than three feet to a property line, a fire wall without openings will be required.
- **Structure:** A detached garage may have structural deficiencies that would need to meet building code standards.

Attic conversions

- **Structure:** Determine if the existing attic floor structure is strong enough to carry the weight of people and furniture.
- **Roof height:** If converting attic space to living space would mean raising the roof, height regulations may affect your project.
- **Dormers:** Adding a new dormer or enlarging an existing dormer may trigger structural improvements to the existing structure for the purpose of resisting wind or earthquake load.

Standards for existing situations

These standards apply only to conversions that would increase livable space in the existing dwelling, not those that would add a dwelling unit on the property.

Minimum room area and ceiling height

- **Floor area and sloped ceilings:** Living space must have at least 70 square feet of floor area. Utility and storage rooms, closets, bathrooms or kitchens may be any size. In living space with sloped ceilings, no more than one half of the minimum required floor area may have a sloped ceiling less than 6'8" in height with no part of the required floor area less than five feet in height.
- **Ceiling height:** Living space in basements must have a ceiling height of at least 6'8". Beams, heating ducts, pipes, etc. are allowed as low as six feet from the floor if they are within two feet of a wall, or as low as 6'2" where they do not take up more than 10% of the floor area in the room where they are located.
- **Sloped bathroom ceilings:** In bathrooms with sloped ceilings, not more than 75 percent of the floor area is permitted to have a ceiling height less than 6'8", provided an area of 21 inches deep by 24 inches wide in front of toilets and lavatories has a minimum height of 6'4", measured from the finished floor. An area of 24 inches by 30 inches both in front of and inside of a tub or shower shall have a minimum height of 6'4", measured from the standing surface of the fixture.

Stairs

Existing stairways: An existing stairway leading to new living space may be steeper, narrower and have lower headroom than the current code allows:

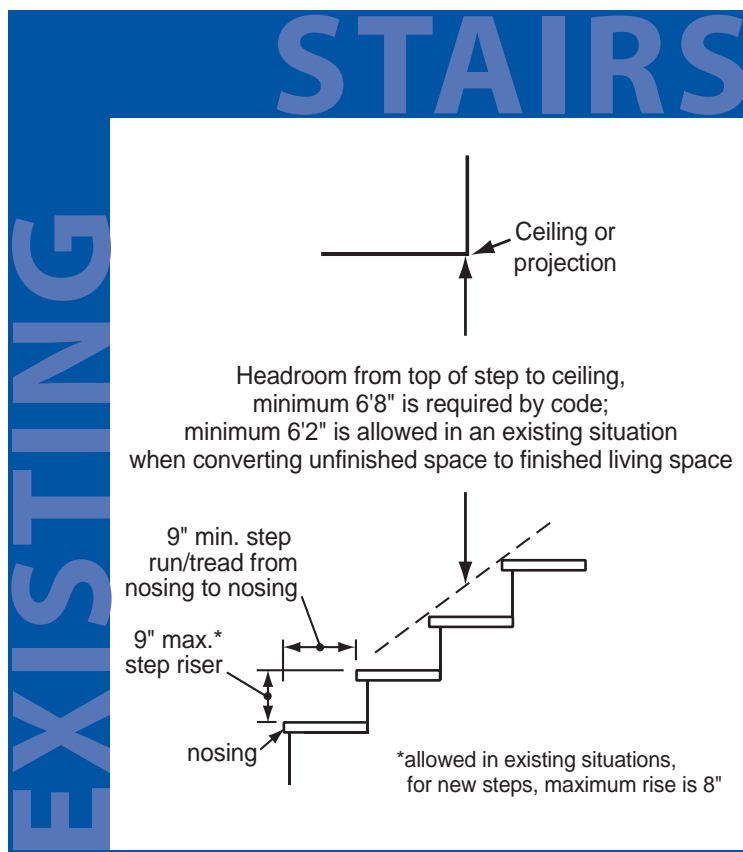
- **Rise and run:** The stairway must have treads (runs) no smaller than nine inches and risers no higher than nine inches. The steps should be relatively even with the largest difference between the biggest and the smallest rise or run not more than a three-eighths inch.
- **Width:** Must be at least 30 inches.
- **Headroom:** Must be at least 6'2" measured vertically from the top of the step to the lowest overhead projection or ceiling.
- **Landings:** Are required at the top and bottom of stairs. The length and width must be at least as wide as the stairs.
- **Doorways:** Are allowed at the top of stairs as long as the door does not swing over the stairs.
- **Existing winder stairs:** which are triangular in shape, are allowed. New winder stairs must meet current code.

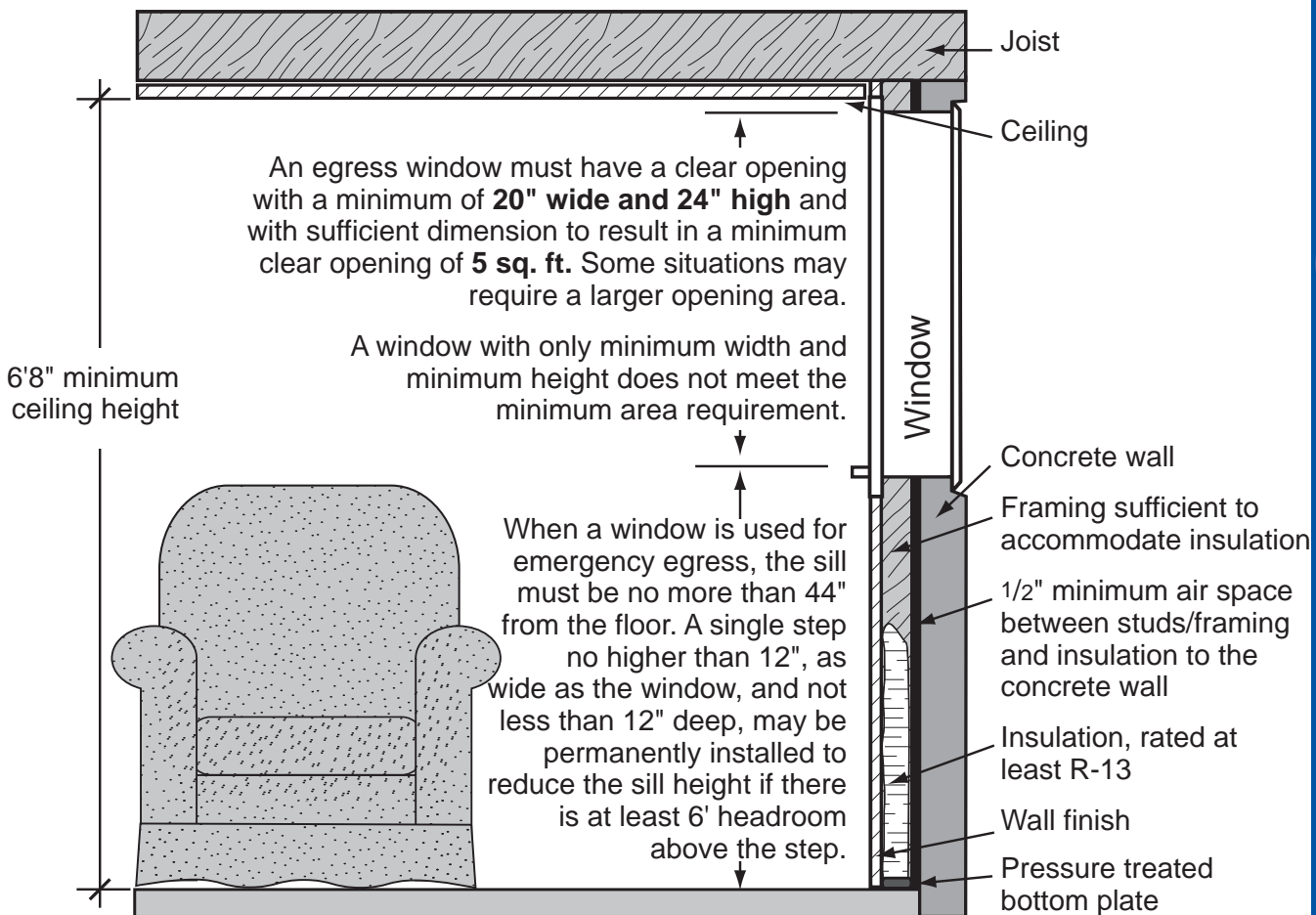
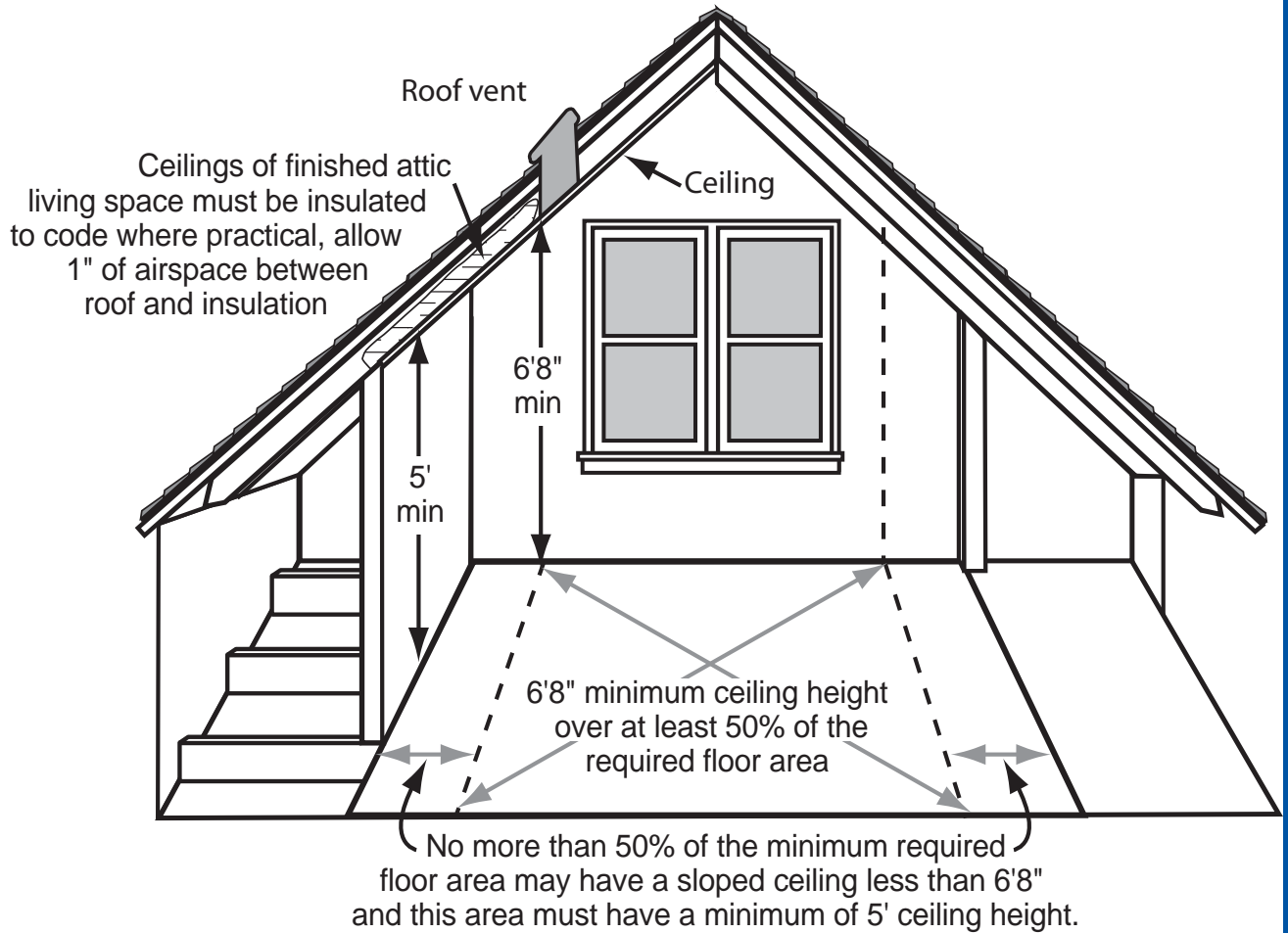
New stairways: If you are building a new stairway, it will need to meet current code requirements. Our Stairs hand-out describes the requirements for new stairs.

Doors and emergency escape and rescue openings (egress windows)

- **Basements with living space and all sleeping rooms:** must have at least one egress window or exterior door for escape or rescue in case of an emergency. An egress window or an exterior door in a sleeping room located in the basement satisfies the requirement for at least one egress window in the entire basement.
- **Door size:** The door that leads into a converted attic, basement or garage must be at least 6'2" high and 30 inches wide. Exterior doors used for emergency escape and rescue must be at least the same size.
- **Sill height:** Egress window sill height must be 44 inches or less. A single step, not less than 12 inches deep, no higher than 12 inches, and at least as wide as the window opening, may be permanently installed to reduce the sill height to 44 inches or less, provided there is at least six feet from the top of the step to the ceiling.
- **Exterior door:** The sill height for an exterior door used for emergency escape and rescue is not limited.
- **Egress window:** An egress window must have a clear opening with a minimum width of at least 20 inches and a minimum height of at least 24 inches and with a sufficient dimension to result in a minimum clear opening of five square feet in area. Some situations may require a larger opening area.

A window with only minimum width and minimum height does not meet the minimum area requirement of five square feet.





Insulation and ventilation

- **Additions** that increase the floor area of the house must be insulated as if they were new construction.
- **New windows or doors** must meet current code requirements for energy conservation. Double glazed windows or storm windows placed over existing single glazed windows will be approved.
- **Exposed framing** must be insulated if finishes are removed from the exterior walls or roof. R-13 insulation is allowed between existing two-by-four studs or rafters. If the attic areas can be accessed without removing the finishes, they too must be insulated to the maximum extent possible to meet current code.
- **Existing concrete exterior walls** must be furred out with framing sufficient to accommodate the required insulation. Any wood in contact with concrete must be pressure treated wood.
- **New construction affecting basement walls** requires that the basement walls be insulated to current code. Existing insulation in basement walls that is R-11 or greater will be approved.
- **Attic and garage ceilings** must be insulated to current code. When ceiling height is a problem, R-13 rigid insulation with one inch airspace between the insulation and roof deck will be approved in spaces between existing two-by-four rafters. Roof ventilation is required to meet current code where insulation is added.
- **Minor dormer additions** may be constructed and insulated to match existing conditions.
- **New wood floor joists** that are installed over an existing concrete floor require that insulation and a vapor barrier be provided in the joist space.
- **Combustion air requirements** must be verified for all fuel burning appliances when areas containing furnaces and water heaters are finished or made smaller.
- **Habitable rooms must have natural ventilation** provided by windows or doors to the outdoors with openings of at least 2.5 percent of the floor areas being vented, unless outdoor air is provided by a mechanical system.

Helpful Information

City of Portland, Oregon
Bureau of Development Services
1900 SW 4th Avenue, Portland, OR 97201

Office hours are:
Monday through Friday, 8:00 am to 5:00 pm.

Permits are issued at the following location:
Development Services Center (DSC), First Floor,
Suite 1500

DSC Hours are:
Monday through Friday, 7:30 am - 3:00 pm

Important Telephone Numbers

BDS main number	503-823-7300
DSC automated information line	503-823-7310
Building code information	503-823-1456
Planning and Zoning information	503-823-7526
Permit information for electrical, mechanical, plumbing, sewer and sign.....	503-823-7363
Permitting process information.....	503-823-7357
Permit resources and records.....	503-823-7660
FAX requests for records.....	503-823-7765
BDS 24-hour inspection request line requires IVR number and three digit type of inspection code	503-823-7000
Residential information for one and two family dwellings.....	503-823-7388
City of Portland TTY	503-823-6868

Other sources of information to help you

For additional information check out our publications in the DSC and on our Web site. Titles of interest include: Guide to Permits and Inspections for One and Two Family Dwellings, Windows, Stairs and others.

Scheduling an inspection

Call 503-823-7000, the BDS 24 hour inspection request line

Enter your IVR or permit number

Enter the three-digit inspection code for the type of inspection you are requesting

Enter a phone number where you can be reached during weekdays and if you want the inspection in the morning or afternoon

Call 503-823-7388 after 7:30 am for a 2-hour window for when the inspector will arrive

There must be an adult over age 18 to let the inspector inside