



CITY OF MESA
DEVELOPMENT SERVICES
MODEL COMPLEX & SALES OFFICE IN GARAGE REQUIREMENTS

PROJECT STREET ADDRESS: _____

PERMIT # _____

THIS CHECKLIST IS TO BE USED AS A GUIDE WHEN REVIEWING PLANS FOR A MODEL COMPLEX & SALES OFFICE IN GARAGE. THESE COMMENTS CAN BE CUT AND PASTED INTO YOUR ELECTRONIC DOCUMENT REVIEW. **NOTE: THIS IS TO BE USED AS A GUIDE AND NOT AS A COMPLETE COMPREHENSIVE LIST. ADDITIONAL ITEMS THAT ARE NOT INCLUDED ON THIS LIST MAY BE IDENTIFIED DURING THE REVIEW PROCESS.**

General:

- _____ 1. If plans are designed by an architect or engineer, they must be licensed by the State of Arizona.
- _____ 2. A new construction permit is required to be issued for the single-family residence prior to the issuance of the permit for the garage conversion and sales office.
- _____ 3. Provide a letter of intent stating that the garage will be converted into a temporary sales office and that the house will not be occupied until the sales activity ends and the office is converted back to a garage. The letter shall also identify which lot is being used for parking and that the City of Mesa will not issue a permit for any construction on this lot until the sales office is removed from the model home and that an inspection will be required to verify removal of sales office prior to permit being issued.
- _____ 4. Provide a letter stating that any existing sales trailer will be removed upon final inspection of the garage conversion permit.
- _____ 5. If any structural changes are to be made, provide structural plans for the changes.

Site Plan:

- _____ 6. Provide a fully dimensioned site plan, drawn to scale, for the model complex. Include all lot dimensions, setback dimensions, property lines, right of way centerline measurements, easements, address and lot number.
- _____ 7. Provide required parking area. Parking spaces are to be a minimum of 9' X 18' and must be of dust proof material. Show location of drive approaches.
- _____ 8. Provide curb stops for the parking spaces.
- _____ 9. Provide a van accessible handicap parking space with required signage per City of Mesa detail.

_____ 10. Identify the ADA accessible route from parking area to sales office entrance.

Floor Plan:

- _____ 11. Provide a floor plan of the garage conversion. Include location of egress doors with exterior lights.
- _____ 12. Provide a 2A10BC fire extinguisher.
- _____ 13. Provide a no smoking sign or symbol.
- _____ 14. Provide bottled water or water dispenser, required for occupant load less than 20.
- _____ 15. Provide a sign over the exit door stating, "This door to remain unlocked while building is occupied".
- _____ 16. Identify heating source required for the sales office.
- _____ 17. Provide compliance with Security Standards. 2018 IRC R328.1

Americans with Disabilities Act (ADA) Compliance:

- _____ 18. Provide ADA compliant lever hardware on both sides of doors in the sales office area.
- _____ 19. Entry walk from the parking lot to the sales office shall be a minimum of 36" wide with a stable and firm surface. Walkways to the main entry door shall not have steps.
- _____ 20. Ramps that slope greater than 1:20 (>5%) shall have handrails on both sides, extending 12" beyond each end of the ramp.
- _____ 21. Provide a landing at the bottom and the top of the ramp.
- _____ 22. Provide a landing at the entry door that is 18" wider on the latch side of the door if the door swings out and 12" wider than the door on the latch side if the door swings in.
- _____ 23. The landing at the entry shall be at the same elevation as the interior slab. Landing shall slope a maximum of 1/4" per foot in any direction. Side slopes of landings shall be 1:50 maximum.
- _____ 24. Identify height of threshold (maximum 1 1/2"). Threshold may be 1/2" if sides are beveled.
- _____ 25. Sliding door entries may only be used if easily openable with one operation of the hand equal to opening by using a closed fist.
- _____ 26. Sales office shall provide safety glazing at both interior and exterior locations where required by code.
- _____ 27. Floor surfaces inside the sales office shall be firm and slip resistant.
- _____ 28. Provide an ADA accessible portable water closet if the bathroom in the model is not ADA compliant.