



Clark County Building and Fire Prevention Field Inspection Division **FIELD INSPECTION GUIDELINE**

Division:	Inspections	Policy & Procedure:	FIG-B-002
Subject:	Model Home Sales Office Conversion	Effective Date:	06/06/2013
Code:	2018 Administrative Code Section 22.02.165	Revised Date:	10/01/2020
Proposed:	Matthew Brewer	Approved:	Sam Palmer

Interpretation:

The Building Administrative Code requires permits for the alteration of a building. At the time of construction of a new residence, the garage may be constructed/converted as a sales office. This is for a temporary, limited use. Inspections of the sales office area shall be as if it were a commercial use, but with no requirements for occupancy separation to the residence. Accessibility issues when required will be shown on the approved plans. Inspections will be in accordance with approved plans. At the time the office area is converted back to its intended permanent use, a remodel permit is required

Field Application:

The water heaters are allowed to be omitted in the initial conversion. Since the plumbing was permitted prior to the conversion, there is no need for an additional plumbing permit when the building is converted back to a dwelling/garage.

Homeowners/contractors requesting not to convert the office area back to a garage shall submit plans and obtain permits, to the currently adopted codes, for the garage conversion to remain past the temporary use period.