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## CONVERSIONS

### ***What is a Conversion?***

A Conversion is when a structure is changed from one use, purpose or occupancy classification to another use, purpose or occupancy classification.

### ***What are some different types of Conversions?***

Different types of conversions include: residential to commercial, commercial to residential, commercial to industrial, single family residential to multi-family residential, office to restaurant, and so on.

### ***What should I know about Conversions?***

You should know that when a structure is being converted into a different use, purpose or occupancy classification other than what it was originally built and designed for, you will be dealing with a number of code related issues which may limit conversion and potentially increase the costs associated with the conversion. For this reason you are urged to contact the City's Permit Center before you expend time or money on the conversion.

### ***What are some of the codes that may apply to my Conversion?***

Code requirements will vary depending upon the project location, type of building, use proposed and the specifics of your project. Potential codes effecting your conversion may involve: Building Codes, Disabled Access, Fire Codes, Planning and Zoning Codes, as well as Engineering requirements. These requirements could include:

- Structural changes to the building
- Security requirements
- Compliance with Disabled Access (including interior and exterior modifications)
- Adding fire sprinklers
- Adding and/or modifying parking
- Adding and/or modifying landscaping
- Screening requirements
- Conditional Use Permit, Design Review, Historic Preservation Review and/or Site Plan Approval
- Reviews from other agencies (PG & E, Cal Water, Zone 7, DWR, etc.)

***What are some of the Conversion costs?***

The fees, like the codes, will vary depending on the type of building being converted, and the use and occupancy classifications being changed; however some fees that could apply are:

- Additional Sanitary Sewer Connection Fees
- Conditional Use Permit/Site Plan Approval and/or Design Review Application Fees
- Environmental Assessment Fees
- Zone 7 and City Water Connection Fees
- Storm Drainage Fees
- Building Construction/Inspection Fees
- Traffic Impact Fees
- Tri-Valley Transportation Development Fees
- Encroachment Permit Fees
- Park Fees
- Construction Tax
- Housing Fees
- Parking In-lieu Fees (DSP areas)
- TDC In-lieu Fees

***What documents should I bring to the City in order to discuss my Conversion? And, is an appointment required?***

An appointment is usually not required to discuss a proposed conversion. However, due to the complexity of certain types of projects, an appointment may be necessary. You may need to speak to several City departments so you should set aside enough time to do so. If you are not sure whether or not an appointment is needed, please contact the Planning Division at 925-960-4450. Before meeting with individual departments, you should have the following information: site location, type of conversion and proposed use, building design changes and/or site changes (if any), etc.