City of Folsom
Community Development/Building Division
50 Natoma Street
Folsom, California 95630
(916) 351-3555

THE FOLLOWING IS REQUIRED FOR THE CONVERSION OF A SINGLE-FAMILY RESIDENCE TO A PROFESSIONAL OFFICE BUILDING:

General Submittal Requirements:

- Submit three (3) copies each of plot and grading plan showing property lines, building locations, parking spaces, walls, topography and other applicable data identified in this document.
- Fire safe regulations shall meet Folsom Fire Department Requirements.
- Submit three (3) copies of the architectural and structural plans.
- Please contact the Building Division at (916) 351-3555 to obtain a fee analysis a minimum of five working days prior to building application submittal.

Building Code Requirements

- **Provide a Code Analysis of the structure based on the proposed user per CBC 3408 "Change of Occupancy".**
- Note: For B & M occupancies the maximum size building is 8,000 sq. ft. on one floor and 16,000 sq. ft. on two stories based upon wood frame (Type V-B) construction.
- Building fire rating and setback requirements must comply with CBC Chapter 5
    - Exterior wall construction; must be one-hour fire rated if there is less than 20 feet to a property line except on a street side.
    - Openings in an exterior wall; must have protected openings if there is less than 10 feet to a property line and the exterior wall must also extend 30 inches above the roof except on a street side.
    - No openings are allowed in the exterior wall if there is less than 5 feet to a property line and the exterior wall must also extend 30 inches above the roof except on a street side.
    - Mixed occupancy separation of office and residential requires one-hour fire rated separation.
- **The building must comply with Chapter 11B for accessibility of the physically disabled.**

- The interior of the building must be fully accessible.
- Disabled access is required from all building exits to the public way.
- Disabled parking spaces shall be provided.
- Disabled bathroom(s) will be required.

- Wood floors, first or second floor, must be designed for 50 lbs. per sq. ft. for office loading or 2000# concentrated load (See table 16-A CBC).
- A second stairway will be required from the second floor if the occupant load is 10 or more.
- Minimum plumbing facilities shall comply with 2013 CPC Chapter 4.
- Electrical conduit is not required when Romex/non-metallic sheathed cables exist and wiring complies with 2013 CEC Art. 300 & 336.

Zoning Code Requirements:

- The existing building(s) must comply with the **commercial setbacks for** the zoning district requested. Contact the Community Development Department, Planning Division at (916) 355-7214 for more information.

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