

	A	B	C	D
1	City of Emeryville - Condo Conversion Check List			
2	Address:		Permit No :	
3	OK	Category	Requirement	Notes
4		(1) Electrical	Separate grounded electrical meters and panels must be provided to serve each condominium unit and common areas. The electrical upgrade work must be done by a State of California licensed electrical contractor.	
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6		(2) Fire-related	(i) Upgrade and/or provide fire sprinkler protection per Emeryville Municipal Code requirements for buildings more than 3000 square feet; or more than two (2) stories in height or; exceeding 35-feet in height.	
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8			(ii) Eliminate all openings located within the restricted yard setback zones or provide special sprinkler protection for openings located within the restricted yard setback zones.	
9			(iii) All existing gas services shall be equipped with approved Excess Flow Valves (EFV).	
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11		(3) Health-related	(i) Existing toilets are required to be upgraded to comply with the requirements of the current IPMC.	
12			(ii) Existing cooking facilities are required to be maintained in working order to comply with the requirements of current IPMC.	
13			(iii) All units must be provided with heating facilities that comply with the current IPMC.	
14			(iv) Hot water shall be available in all condominium units.	
15			(v) All gas fired hot water heaters and forced air units shall comply with the venting requirements of the current IPMC.	
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17		(4) Security-related	(i) Applicants will be required to upgrade entry doors and screen doors. Key opening hardware on the inside of doors is prohibited.	
18			(ii) Sub-standard exterior security grills are required to be upgraded to comply with the requirements of the current IPMC.	
19			(iii) Handrails and guardrails are required to be upgraded to comply with the requirements of the current IPMC.	
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21		(5) Miscellaneous	(i) Partial seismic retrofits of buildings are required to meet selected provisions of the current building code for earthquake resistance. These items include the following:	
22			(a) Brick foundations are required to be replaced with current code complying foundations.	
23			(b) Cripple walls are required to be braced to meet current code requirements. Foundation sill plates are required to be bolted down to the foundations to meet current Building Code provisions.	
24			(ii) Basements in dwelling units and every sleeping room below the fourth story shall have at least one operable window or door approved for emergency escape or rescue. Windows provided for emergency escape or rescue shall comply with minimum sill height and opening size requirements in the current building code and or current IPMC.	
25			(iii) Applicants will be required to provide a prepared Building Conditions Report by a CA licensed architect or certified Home Inspection agency identifying substandard conditions per IPMC §104.2 Inspections. Applicants will be required to obtain appropriate permits to repair and/or upgrade all items identified in the Building Conditions Report. This report to be reviewed by Building Inspection staff for compliance and conditon for final inspection	
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27		(6) Disclosure Items	(i) Applicant shall submit a housing inspection report, prepared by an independent third-party qualified to perform such inspections, to the Community Development Department. Applicant shall disclose the housing inspection report to prospective purchasers of the condominiums.	
28			(ii) Applicant shall not be required to upgrade the dimensions of existing rooms to comply with current IPMC. Applicant shall be required to disclose any deficiencies to prospective purchasers of the condominiums.	
29			(iii) Applicant is not required to upgrade existing habitable spaces for natural light and natural ventilation (doors and windows). Any rooms with deficient light and ventilation shall not be used for sleeping purposes. Applicant is required to disclose these items and restrictions to prospective purchasers of the condominiums.	
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31		(7) Other	(i) Smoke alarms and carbon monoxide dection shall be installed and maintained in groups R-2, R-3, and R-4 regardless of occupant load at all of the following locations: 1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms. 2. In each room used for sleeping purposes. 3. In each story within a dwelling unit, including basements but not including crawl spaces and uninhabitable attics.	
32			(ii) Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface that is more than 30 inches above the floor or grade below shall have guards. Handrails shall be not less than 30 inches in height or more than 42 inches in height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall be not less than 30 inches in height above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.	
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