



**City of El Cajon**  
**Building and Fire Safety Division**  
**200 Civic Center Way**  
**El Cajon, CA 92020**  
**Phone: (619) 441-1726**

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## **CONDO CONVERSION INSTRUCTIONS**

### **Preparing Plans for the Work Portion**

- The SCOPE OF WORK is the most important item in a set of plans. We need to know exactly what, where and how many or how much work is being done. It needs to be listed in a SCOPE OF WORK. See the Scope of Work Explanation provided and follow the example.
- Include ALL items in the letter from the Building Department in the scope of work. If the item listed in the letter is already done, list it anyways and note that it is already done or that it is an existing condition.
- Include all items that are required by the Planning Department in the scope of work.
- Read the Fair Housing Act Interpretation provided and use your judgment on compliance. Plans must state if common areas are for the use of residences and their guests only or the public and if parking is assigned or open parking.
- The trash enclosures shall meet the requirements of the Storm Water Department. Call 441-1666 for more information. They shall also meet the requirements of the Building and Fire Safety Department. Feel free to call us if you have any questions. 441-1726
- No letters may be used in the addresses so if there are letters, they need to be changed to numbers.
- All plans need to be drawn to scale and the scale of the drawings needs to be shown on the plans.
- Prepare a site plan showing the address of each building and the location and address of each unit.
- Put the name of the legal owner of the property on the cover sheet of the plans.
- Bedroom windows need to be shown on the plans to meet egress requirements.
- Show a wall legend if walls are being removed or added or provide a floor plan of the existing and the proposed. Show all framing details for remodel work
- Provide complete plans for any new construction.
- An erosion control plan will be required for all new construction where the soil is disturbed.
- A “Property Owner Certification of Easements and Rights of Way” form will need to be completed if there will be new building on the property.

## CONDO CONVERSION SCOPE OF WORK EXPLANATION

The scope of work is an important part of this plan review process. There is a permit for each unit and each unit may be different. A scope of work needs to be written for each permit, including counts, amounts and size. The Scope of Work is used for establishing the permit fee so please group building, electrical, plumbing and mechanical items with like items. If all units are having an item or items of work done the same for each unit, you may consolidate by stating "ALL UNITS". **Here is an example:**

### SCOPE OF WORK

COMMON AREA: (List all work items to be under the common area permit)

1. Replace clubhouse windows & frames. Total of 56 sq ft. (show size and location on the plans and note if you are replacing the frames or not)
2. Replace 75 sq ft of stairs. (show location on the plans)
3. Build 400 sq ft B-B-Q patio cover.
4. Replace 5 outside lights. (show the location on the site plan)

ALL UNITS: (List only the items that are exactly the same for every unit)

1. Replace the front door and frame. 3-0 x 6-8 One per unit for a total of ? sq ft per unit. (note if replacing the frame or not for doors and windows.)
2. Replace the kitchen sink. One in each unit
3. Add plumbing for new washer
4. Install a water heater in each unit.
5. Install 3 smoke detectors in each unit.

UNIT-1 (List the items that apply to this unit only. This may apply if there were one and two bedrooms, one and two bath or upstairs and downstairs units in the same complex or if there was work being done to one unit but not another.)

1. Replace 68 sq ft of window & frame. (show window size at the window on the plans or in a window schedule and note if replacing the frame or if the window will be a retrofit window in the existing frame.)
2. Install 980 sq ft of 5/8 type X drywall at firewall. (show location on the plans and provide construction details)
3. Replace 54 electrical devices such as lights, outlets, switches, lights, etc.
4. Install 2 AFCI breakers for bedroom outlets.
5. Replace two toilets
6. Replace two bathtubs.

UNIT-2 (List all of the items for this unit only that are not common for other units.)

1. Replace 36 sq ft of window & frame.
2. Install 430 sq ft of 5/8" type X drywall at firewall
3. Replace one AFCI breaker for bedroom outlets.
4. Replace one toilet.
5. Replace one bathtub

UNIT-3 And so on until all units are listed with the work being done to each.

Units may be grouped such as Units 1 through 6 and Units 13 through 18 for the work that is exactly the same for each group of units. The common work for all units may be listed in the "ALL UNITS" section and the balance listed for each individual unit

Don't list items that don't require a building permit such as carpeting, painting, phone or cable TV, unless they are in the requirements from building or planning. If you are unsure if an item needs a permit, add it to the scope of work to be safe. We won't count it or charge for it if it's unnecessary. **Be sure to include all planning requirements and items in the letter from the building department in the scope of work!!!**

A proper Scope of Work will avoid possible delays in your project. If you have any questions call 619-441-1726.

## **FAIR HOUSING ACT REGULATIONS INTERPRETATION**

1. Covered dwellings are dwellings occupied **after** March 13, 1991 and everything shall comply.
2. Dwellings occupied **before** March 13, 1991 are not considered covered and need not comply, nor do the common areas.
3. COMMON AREAS: Pool house, recreation room, laundry, etc.
4. Common areas do not need to comply if they are used by residents and their guests only. (Plans need to state for residents and guests only)
5. Public areas are areas such as sales office and shall comply.
6. Common areas where work is being done, such as remodel work, is considered to be new construction and is therefore required to comply. IE: walkways, door replacement, restroom remodeling, etc.
7. Common areas, not being remodeled, do not need to comply, however, we can **recommend** that they comply. IE: bathrooms
8. All non-assigned parking is considered public parking and proper ADA parking spaces are required. (Plans need to state assigned or open parking.)