



**City of Union** 118 North Main Street, Union, Ohio 45322

Phone: (937) 836-8624 Fax: (937) 836-1240 Web Site: [www.ci.union.oh.us](http://www.ci.union.oh.us)

**MINIMUM REQUIREMENTS FOR CONVERTING ATTACHED GARAGE  
INTO HABITABLE SPACE.**

1. Submit plan to city building to obtain permit.
2. A footer, the same as the rest of the main structure, must be added in front (where garage door is).
3. The floor, which has 1/8 inch slant per foot, needs to be leveled in one of the two ways listed.
  - a. Treated wood flooring installed over vapor barrier with a minimum of R-11 insulation required.
4. Provide information on any modifications, windows, French doors, etc.
5. Provide insulation on all four walls and ceiling of former garage.
6. Indicate what outside appearance will be, siding, etc.
7. By ordinance, residences must have two parking spaces, the driveway and the garage. Plans for garage conversion must allow for an additional parking space, so driveway widening needs to be included on plan.
8. Electrical permit should be obtained from the City of Union.