



## Convert a Single-Family Home into a Two-Family Duplex (Rev. 10/13/2020)

1. The house must be in a zone that allows a duplex. Verify feasibility with City Zoning. [Zoning@fcgov.com](mailto:Zoning@fcgov.com)
2. All fees must be paid to add a second dwelling unit to the property. These fees can be extensive, like those of a newly constructed house. Contact Building Permit Techs for additional information 970-416-2740
3. A building permit and review are required "to convert a single-family home to a two-family dwelling (Duplex). **A building permit and plans must be approved before work can begin:** Submit plans for permit/review to show compliance the following:
  - A. All new work, and the new dwelling unit must comply with the current adopted codes and local amendments.
  - B. If at any point in time, work was completed without an approved permit, show that work on the plans (unpermitted work will need to meet *current* code and may require corrections). *Corrections should not take place until the review is complete and the permit is approved / issued.*
  - C. Each dwelling unit must have its own direct exterior exit/entrance door, (Primary means of egress/entry cannot pass through another dwelling or a garage).
  - D. Each unit must have a separate heating system (no shared air), with controls in each unit.
  - E. Each dwelling must have a kitchen with a cooking appliance.
  - F. Each dwelling must have a bathroom (including a toilet + a sink + a tub or shower).
  - G. Each bedroom must have a code compliant *emergency escape and rescue opening* such as a properly sized window, or door directly to the exterior.
  - H. Smoke and carbon monoxide alarms are required to be installed per the current IRC Building code.
  - I. A licensed general contractor and licensed subcontractors are required. (A homeowner cannot perform work that requires a permit at a non-primary residence/unit unless they are a contractor who is licensed to do so).
  - J. Unit Fire Separation: A 1-hour dwelling separation is required between the units. (This usually requires a separation wall with 5/8" type x gypsum board both sides of a wall, to the roof deck, or a double layer 5/8" gypsum board on the ceiling of a lower unit).
  - K. A two-family dwelling/duplex *conversion* (including a remodel or an addition) ***does not*** require a fire sprinkler system installation/retro fit per R313.2 exception. (A brand-new duplex does require a fire sprinkler system).