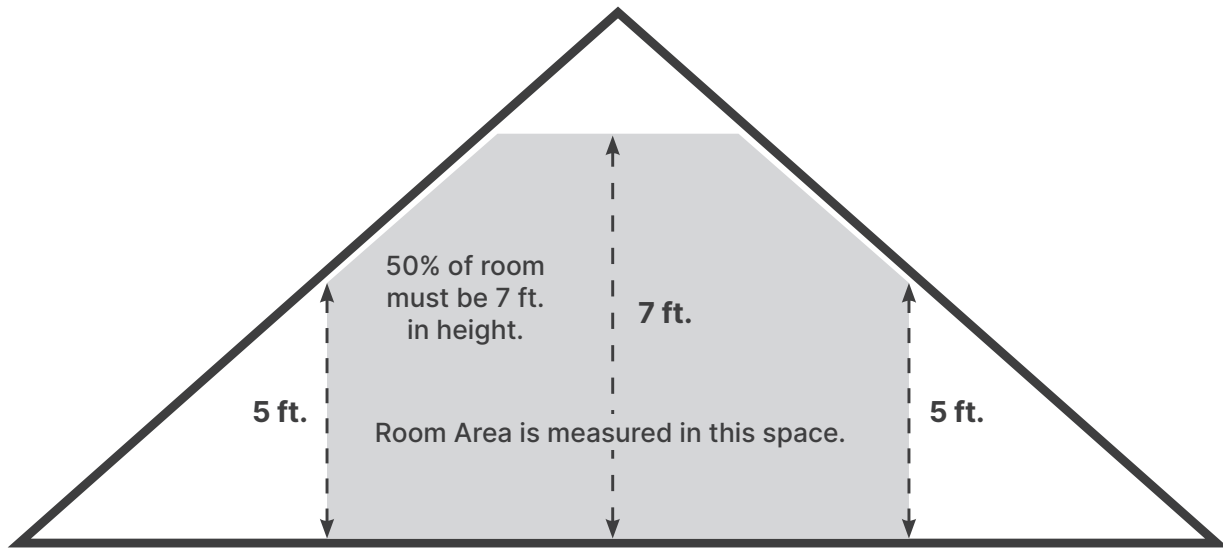




One- and Two-Family Attic Remodel Worksheet



Checklist of Required Information

- ___ Floor plan of second and third floors showing the location of bearing walls.
- ___ Size and spacing of third floor joists - RCO Table 502.3.1(1)
- ___ Span of third floor joists (load bearing to load bearing) - RCO Table 502.3.1(1)
- ___ Stairway width (minimum 36 inches) - RCO 311.7.1
- ___ Stair riser height (maximum is 8 ¼ inches, within 3/8 inch tolerance) – RCO 311.7.5.1
- ___ Stair tread width (minimum is 9 inches, within 3/8 inch tolerance) – RCO 311.7.5.2
- ___ Ceiling height of stairwell (minimum 6 feet 8 inches) – RCO 311.7.2
- ___ Ceiling height of the third floor room (minimum seven feet is required in 50% of the room) – RCO 305.1
- ___ Dimensions of all windows (window area must be a minimum of 8% of floor space and 50% of window area must open) – RCO 303.1
- ___ Emergency escape (minimum 5.7 sq. ft. opening, minimum height 24 inches, minimum width 20 inches, maximum sill height 44 inches) – RCO 310
- ___ Location of heat and type – RCO 303.10
- ___ Insulation – RCO 1102.2
- ___ Electrical per the National Electrical Code provide “layout” drawing showing locations.
- ___ Plumbing (if applicable) provide isometric drawing
- ___ Smoke and Carbon Monoxide Alarms – RCO 314 and 315

Applicable codes can be referenced online on the [ICC website](#).

NOTE: Third Floor attic conversions to habitable area on existing one- or two-family dwellings cannot be made into separate dwellings units without additional approvals. Conversions shall be considered an extension of the existing dwelling(s).

