



Condominium Conversion

CITY OF HEMET BUILDING DIVISION
445 E FLORIDA AVENUE, HEMET, CA 92543
(951) 765-2475

The following information summarizes various requirements and procedures for converting existing rental units to condominiums. The purpose of these requirements is to insure that converted housing achieves high quality appearance and life safety, while conforming with the goals of the City's General Plan.

The information contained in this handout is intended strictly as a guide. As such, each individual project may require either more or less than the requirements contained herein.

What do I need to submit in order to obtain approval for my proposed conversion?

In addition to such application requirements that other City Departments may require, no submittal for a conversion to condominiums will be accepted for any purpose unless the submittal includes the following:

A development plan of the project including, but not limited to:

- The location, height, gross floor area, and proposed uses for each existing structure to remain, and for each proposed new structure;
- The square footage of all open areas;
- Distances between structures and property lines;
- Grading plan showing access to all common areas including slopes, cross-slopes, elevations, landings as required. Access shall be indicated from parking areas and public right of way. Signage is required: show location and type;
- Show all requirements for guest parking;
- Indicate lot coverage;
- The location, use, and type of surfacing for all open storage areas;
- The location and type of surfacing for all driveways, pedestrian ways, vehicle parking areas, and curb cuts;
- The location, height, and type of materials for walls or fences;
- The location of all landscaped areas, the type of landscaping, and a statement specifying the method by which the landscaped areas will be maintained;
- The location and description of all recreational

facilities and a statement specifying the method of the maintenance thereof;

- The location and size of the parking facilities to be used in conjunction with each unit;
- The location, type and size of all drainage pipes and structures depicted or described to the nearest public drain or watercourse;
- The location and types of the nearest fire hydrants;
- The location, type and size of all on-site and adjacent street overhead utility lines;
- A lighting plan of the project;
- Existing and proposed exterior elevations;
- The location of any provisions for any unique natural or vegetative features.

A physical elements report which shall include, but not be limited to:

- A report detailing the condition and estimating the remaining useful life of each element of the project proposed for conversion: roofs, foundations, exterior paint, paved surfaces, mechanical systems, electrical systems, plumbing systems, sewage systems, swimming pools, sprinkler systems for landscaping, utility delivery systems, central or community heating and air-conditioning systems, fire protection systems including automatic sprinkler systems, alarm systems, and standpipe systems, and structural elements. Such reports shall be prepared by an appropriately licensed contractor or architect, or by a registered civil or structural engineer other than the owner. For any element whose useful life is less than five years, a replacement cost estimate shall be provided.

A building history report including, but not limited to the following:

- The date of construction of all elements of the project;
- A statement of the major uses of said project since construction;
- The date and description of each major repair or renovation of any structure or structural element since the date of construction;
- A statement regarding current ownership of all improvements and underlying land.

Specific information concerning the characteristics of any conversion project, including, but not limited to the following:

- Square footage and number of rooms in each existing and proposed unit;
- Location of electrical panels, water heaters, bathrooms, bedrooms, smoke detectors, etc. for each existing and proposed unit.

Do I need to bring the existing structure up to current codes adopted by the City?

No existing building containing a dwelling unit shall be approved for conversion to a condominium unless it meets the standards set forth in the following requirements:

- All residential buildings shall, on the date of conversion, be in compliance with the minimum standards of the Uniform Housing Code as adopted by the City.
- All buildings shall, on the date of conversion, be in compliance with the exit and occupancy requirements and the height and area requirements for the type of construction and occupancy involved as outlined in the Uniform Building Code as adopted by the City.

Furthermore, you should assume that the following are just a few of the items that will need to be brought up to current codes in order for your project to be approved. Please be aware that this is in no way intended as a complete list of corrections required.

- Evaluate water service for size and material. Upgrade if deficient.
- Upgrade below grade sanitary systems.
- Evaluate water heaters for age/performance (energy efficiency). Replace if over ten years old.
- Outlet spacing to be compliant with adopted edition of the California Electrical Code.
- Add arc fault circuits in all bedrooms.
- All dwelling units to be served by a 100 amp service.
- All branch circuit wiring to meet current California Electrical Code requirements.
- Install GFCI protected receptacles where the current California Electrical Code requires them.
- Relocate service panels located in closets, bathrooms, etc.
- Evaluate heating/air conditioning units for age and capacity. Replace if over 15 years old.
- Condensation drain locations to be code compliant.
- HVAC equipment to meet code requirements for setbacks.

- Means of egress must be made code compliant.
- Fire extinguisher quantities and locations to be code compliant.
- Fire alarms/smoke detectors/24-hour monitoring to be installed per NFPA 72.
- Suppression systems with 24-hour monitoring to be installed per NFPA 13.
- Buildings 5,000 square feet or larger require a fire sprinkler system, per the City of Hemet Municipal Code.
- Exit and fire extinguisher signage to be code compliant.
- Emergency lighting to meet current code.
- Evaluate fire ratings of doors and door assemblies. Replace as required by code.
- Corridors to meet current code for fire resistance rating requirements.
- Fire separation walls required between units as per current code.
- Handrails and guardrails must be made code compliant.
- Identify interior finishes that may not be compliant with current flame spread and smoke development requirements. Replace if necessary.
- Tempered/safety glass to be installed in all hazardous locations as per code.
- Stairways and rails must be made compliant to current code.
- Porches and balconies must be structurally sound and must meet code.
- Swimming pools/spa must be properly bonded and have a minimum of two drains.
- Fencing around pools/spas must meet current codes.
- Swimming pools must be provided with accessible lifts.
- All parking stalls must be adequately striped and must meet current code.
- Energy efficient windows must be installed to meet current codes.
- Identify any drainage issues and re-grade to eliminate any standing water.
- Evaluate all walking surfaces for trip hazards and handicap compliance. Repair and replace as per code.

Will an inspector need to visit the property to perform an inspection?

At the Building Official's discretion an inspection may

be required for the property in question. If an inspection is required, access must be provided to each dwelling unit, and to every part of the structure(s). This includes basements, attics, rooftops, equipment rooms, storage areas, etc. A fee will be charged for the inspections performed. Please contact the Building Department for current inspection fees.

Do I need to inform the current residents of the proposed conversion?

California State Law requires that all tenants living within a proposed condominium conversion project, and all persons applying for a rental unit with such a project, must receive adequate notice. Applicants for a condominium conversion project are responsible for providing the following notices to all tenants (including persons applying for rental units) within the proposed condominium conversion project. The applicant must submit certification for any of these noticing requirements that have been satisfied prior to any approvals.

- Each tenant must receive written notice of the intention to convert to condominiums at least 180 days prior to the termination of tenancy. The notice shall also state that should the conversion be approved, tenants may be required to vacate the premises. This notice is only a warning of a possible conversion and not a notice to vacate the premises.
- Each tenant must receive written notice of intention to file for a condominium conversion at least 60 days prior to the filing of the tentative map or map waiver with the Hearing Officer or Planning Commission for a public hearing. The notice must state that each tenant will be notified of all public hearings and has a right to appear and speak at the hearings. Also, the notice must state that should the condominium conversion project be approved, tenants may be required to vacate the premises.
- Each tenant must receive written notice within 10 days of approval of a parcel map for the proposed conversion.
- Each tenant must receive 10 days written notification that an application for a public report has, or will be submitted to the Department of Real Estate, and that such report will be available on request. There is no requirement for a public report when 4 or fewer units are being converted.
- Each tenant must be provided notice of an

exclusive right to contract for the purchase of their unit upon the same terms and conditions that such unit will be initially offered to the general public, or terms more favorable to the tenant. This right shall run for a period of not less than 90 days from the date of issuance of the subdivision public report pursuant to Section 11018.2 of the Business and Professions Code. If there is no public report, this period shall run for not less than 90 days from the recording date of the parcel map.

- Tenants are also entitled to a written notice to vacate the property. Tenants who have resided on the premises for less than a year shall receive this notice at least 30 days prior to vacating the property, and tenants who have resided on the premises for a year or more shall receive this notice at least 60 days prior to vacating the property.

How can I contact the City of Hemet for more information?

The following departments can be contacted for additional requirements:

- Planning Department: (951) 765-2375
- Fire Department: (951) 765-2450
- Building Department: (951) 765-2475
- Public Works Department: (951) 765-2360
- Water Department: (951) 765-2350