



Building Services
808 West Spokane Falls Blvd
Spokane WA 99201-3343
(509) 625-6300

SFR-03
Duplex Conversions
(Single-Family to Duplex)

To convert a single-family residence (SFR) to a duplex, the following must be done:

1. Zoning must be at least for Residential Two-Family (RTF).
2. Obtain permits for all electrical, plumbing, mechanical and building work to be done.
3. Each apartment must have its own entrance of at least 36 inches in width.
4. Each apartment must have its own electric service, to include separate meters, and separate electrical panels. Panels must be directly accessible to the unit served without passing through the other unit.
5. If the tenants are paying for hot water, the hot water plumbing lines must be separated so one unit does not furnish hot water to the other unit.
6. Off-street parking must be furnished at the rate of one space per unit for two-bedroom units, and two spaces per unit for three-bedroom units.
7. Smoke detectors must be installed in all sleeping rooms, outside the sleeping rooms, and on each floor of the building.
8. Each unit must have one room of 120 square feet. If the room is used for both cooking and living, it must be 150 square feet. Other habitable rooms must have 70 square feet. No habitable room shall be less than 7 feet in any dimension.
9. Bathrooms must have a ducted ventilation fan directed to the outside.
10. A forced air heating system shall not serve more than one unit, or mix air from one unit to the other.
11. Any bedrooms constructed must have a bedroom escape/rescue window installed. The window opening must not be more than 44 inches off of the floor, and must have at least 5.7 square feet completely openable. The window must not be less than 20 inches wide, but if it is 20 inches wide, it would have to be 41 inches high. The window must not be less than 24 inches high, but if it is 24 inches high, it must be 36 inches wide. If the bedroom window is in a basement with the ground level above the window, a window well must be installed 36 inches deep.
12. Any common areas such as laundry rooms, exits, hallways, and porches must have the electrical power on a separate meter.
13. Fire and draft stops shall be installed in combustibile construction to cut off all concealed draft openings (both vertically and horizontally), and shall be an effective barrier between floors, between a top story and a roof or attic space, and shall subdivide attic spaces, concealed roof spaces, and floor/ceiling assemblies.