

# ARCIFORM

design | restore | remodel



## Living Space Conversions, ADUs & Short-Term Rentals:

*An Arciform Workshop  
Presented by Anne De Wolf*

ARCIFORM.COM



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**What are you hoping to get out of this workshop today?**

**Have you done a Living Space Conversion, added an ADU  
or run a Short-Term Rental?**

**Have you been a guest of a Short Term Rental  
or lived in an ADU?**





I will touch on the **specific requirements** for  
Living Space Conversions,  
ADUs and Short-Term Rentals.



## Living Space Conversion

Living Space Conversions apply to homeowners who want to **increase livable space** in their single-family home by converting an attic, basement, porch or garage, or legalize existing space that was converted without permits.





## General Living Space Conversion Requirements

1. Converting may be **prohibited** if your home is located within the **flood plain** – contact Site Development.
2. A **building permit is required** to convert attics, basements, porches or garages into living space. Fees are calculated based on the value of the project.
3. Depending on the scope electrical, mechanical and plumbing **permits may be required**.
4. All habitable spaces must meet **current or Grandfathered in code**.

*Do you know what  
Grandfathered in codes means?*

## Ceiling Heights

**Where the ceiling is flat,** living space may have a ceiling as low as 6'-8". Beams, heating ducts, pipes, etc. are allowed as low as 6' from the floor if they are within 2' of a wall.

**In bathrooms with sloped ceilings,** no more than 75% of the floor area is permitted to have a ceiling height less than 6'-8". There are more head room requirements to be considered in bathrooms

**No more than 1/2** of the minimum required floor area may have a sloped ceiling less than 6'-8".







## Ceiling Height Waiver

You can sign a waiver with the City that allows you to put living space in a basement that does not meet ceiling height requirements.

**This is only for Owner Occupied Spaces.  
You will not be able to rent the space.**





## Condition the Spaces

**Adding framing cavities** for insulation can reduce square-footage and ceiling heights.

**Cavities must be insulated** if finishes are removed from the exterior walls or roof.

**R-13 insulation is allowed** between existing 2 x 4 studs or rafters.

If the **attic areas** can be accessed without removing finishes, they too **must be insulated** to the maximum extent possible.

**Talk to an expert** about your insulation options.

New windows and doors **must meet current energy requirements**.



## Natural Ventilation and Egress

**Basements** with living space and all sleeping rooms must have **at least 1 egress window or exterior door**.

**Interior and exterior doors** serving as the primary entrance must be at least 6' 8"h and 30"w.

The door that leads into a **converted attic, basement, or garage**, that is not an ADU, can be a minimum of 6'2"h and 30"w.

**Hallways** are to be a minimum of 30"wide.

Habitable rooms must have **natural ventilation** provided by windows or doors to the outdoors unless outdoor air is provided by a mechanical system.



## Stairs

Stairs must **meet current code** or qualify to be “grandfathered-in,” which allows for higher risers, shallower treads, narrower runs, lower ceiling height and tighter turns.

Before



After





## Proportions

A living space **must have at least 70 square feet of floor**, except for utility, storage rooms, closets, bathrooms, or kitchens which may be any size.

If any exterior wall is less than 3' from a property line, a fire-rated wall **without openings** will be required.

New dormers may **trigger upgrades** to the existing structure.

You also have to be aware of **glazing minimums** at facades and **height restrictions** depending on zoning.





**Partially Finished**





**Fully Finished**

## What is an ADU— Accessory Dwelling Unit?

A smaller, **secondary** housing unit on a **single-family residential** lot that is compatible with the look and scale of the primary home.

Tends to be developed by the homeowner some time **after the primary home was built**.

Includes **independent** provisions for sleeping, cooking and sanitation.

Must have a **separate exterior entrance** or an entrance to an internal common area, **accessible to the outside**.

**The distance from the farthest point in the ADU to the exterior cannot exceed 75 feet.**





## ADU Size Requirements

**Maximum size** may be no more than 75% of the living area of the primary home, or 800 square feet – whichever is less.

**Maximum height** of a detached ADU is 20’.

**Building coverage** for a detached ADU may not be larger than the building coverage of the house, and may not be more than 15% of the total site area.

**Detached ADU** must be **set back** at least 40’ from the front lot line, or behind rear wall of the house. If it is built on a corner lot, it must be a min of 20’ from the side street lot line.

If a detached ADU is more than 15’h, then the exterior finish materials, roof pitch, trim, eaves, and window orientation and dimensions must **visually match the primary home**.

*\*Property owners can legalize ADUs that were previously constructed without a permit.*

## Internal ADUs

An internal conversion is a part of the primary house often with separate exterior access.







## Garage ADUs

If parking is required for the existing dwelling unit,  
that parking must either be retained or replaced on-site and meet  
Portland Zoning Code parking standards.



## Attached or Detached ADUs





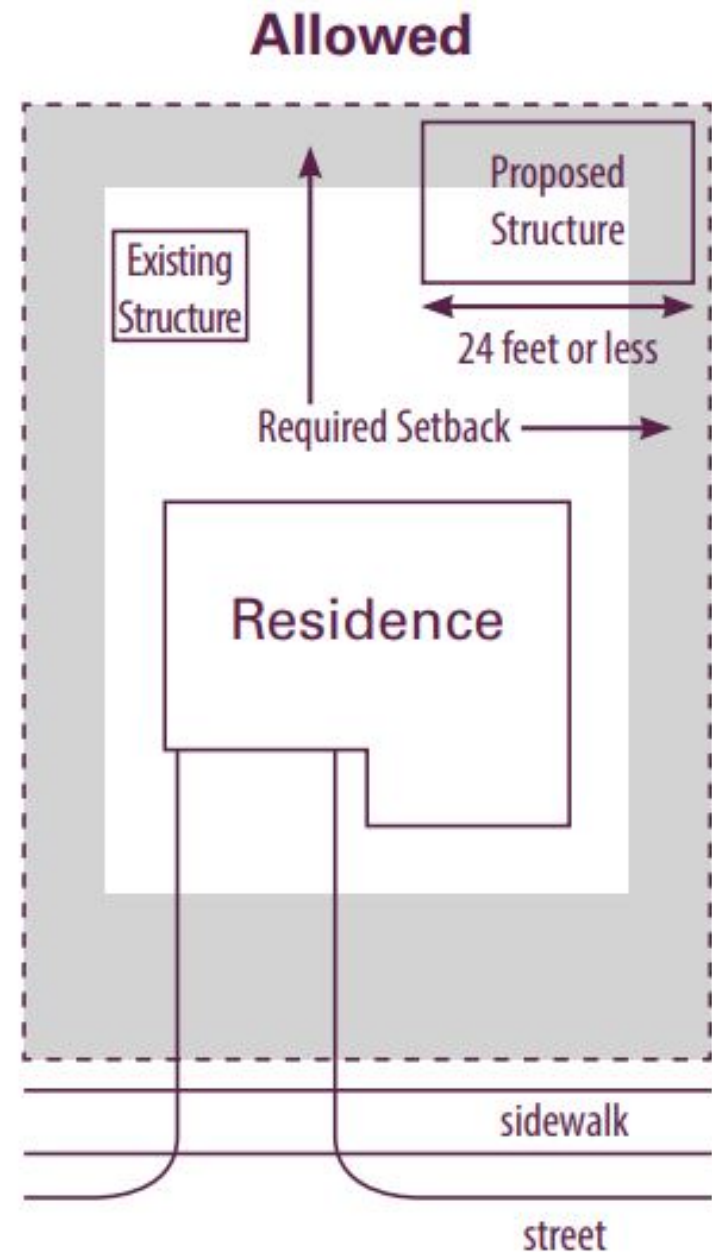
## Detached ADUs Within the Setback

The **footprint** of the structure must be 24' or less on all sides.

Walls located within the setback **cannot** have doors or windows **facing the adjacent lot line**.

The structure within the setback **cannot** have a **rooftop deck or patio**.

**Dormers** must be setback at least 5' from side & rear lot lines.



## Insulation and 1hr Fire Separation for ADUs

Sound insulation and 1-hr fire rating is **not required** at **existing** walls in **good condition** between units.

**New** walls and floors/ceilings **require sound insulation**, as well as **1-hr fire resistive standards** between units.







## Mechanical, Electrical and Plumbing

ADU occupants must have **access to the electrical panel** that serves their space.

If the primary home has a ducted heating system, radiant system and/or air conditioning, **then the ADU shall, as well.**

A **single boiler** may serve both the primary home and the ADU.

The primary home and ADU may use a common water supply, however, each fixture in the primary home and ADU must have a **shut off valve.**

A 3" sewer line can support no more than **3 toilets.**

## Miscellaneous ADU Requirements

Only **one main entrance** may be located on the street facing façade of the house, unless the house contained an additional entrance before the ADU was created – **detached ADUs are exempt from this standard.**

Additional on-site parking is not required for an ADU. However, if parking is required for the existing dwelling unit, that parking must be either **retained or replaced** on site.

An **unobstructed legal parking space** is at least 9'w x 18'd, connected to a street or alley by paved driveway, through an opening that is at least 8'w.







## Miscellaneous ADU Requirements

**Portland does not have an Owner Occupancy Requirement.** In many other jurisdictions, if you build an ADU, the owner has to live on that property and can't rent both spaces out.

The total number of residents that can live in both the primary home and the ADU is limited to the **total allowed for a household**

**A household is 1 or more persons related by blood, marriage, legal adoption or guardianship, plus a maximum of 5 additional persons, who live together in one dwelling unit, or one or more handicapped persons.**

## System Development Charges or SDCs

**SDC fees apply** – talk to the city about your project specific fees or check out the fee calculator on the City's website.

You may apply for an **SDC waiver** if you agree to not rent the ADU as a Short Term Rental for 10 years.

**Environmental Services fees may apply** if it is necessary to increase the size of the sewer or waste line or provide the ADU with a separate connection to a sanitary sewer system.

Upon verification with the Water Bureau, an ADU can be added without changing the size of the existing water service, if it is sufficient. – **Do a fixture count.**

Each separate structure must have separate water service and be the correct size based on **# of plumbing fixtures.**

In most cases, installation of a **storm water treatment facility** will be required when the ADU creates 500 or more square feet of impervious surface.



## Design Ideas for your ADU

Make the space feel and act **larger**.

Create a **great room**, which combines the kitchen, living and dining room.

Have **high ceilings** wherever possible.

For a detached ADU, create a **loft** to leave half of the vaulted space open.

Create a direct visual connection with a glass door or window(s) to the **outdoors**.

Integrated flexible **storage** or rent out additional storage space that can be outside of the square feet of the ADU.

Consider **privacy** and **circulation** between the occupants.





## Benefits of an ADU or Living Space Conversion

**Financially sustainable** form of housing

**Rental income** can potentially cover the bulk or all of your mortgage

ADUs are helpful in cities with **housing shortages** Reduced **environmental footprint**

Potential for **multi-generational** living quarters

Increased **property value**





## **Short-Term Rentals**

## **Short-Term Rentals**

**Per state**

**Or per county**

**Property taxes vs income taxes**

**Reach out to realtors**





## **VRBO** (*Vacation Rental By Owner*) and **Airbnb**



## **Accessory Short-Term Rental or ASTR**

Airbnb and VRBO require an **Accessory Short-Term Rental (ASTR)** permit from the Bureau of Development

### **Types of ASTR:**

- **Type A 1-2 Units** – 1-2 Bedrooms are Rented
- **Type A Multi** – 3 Bedrooms are Rented
- **Type B** – 3-5 Bedrooms are Rented

*\* Proposals to rent 6+ rooms are not ASTR and additional Commercial Building Code and Zoning regulations apply.*

## What is an ASTR?

**An Accessory Short-Term Rental** is when an individual or family resides in a dwelling unit and rents bedrooms to an overnight guest for fewer than 30 consecutive days.

The primary use of the residential dwelling is long-term occupancy and **only part of the dwelling** is used for ASTR purposes.

A **bedroom** in a detached accessory structure can be **rented to guests** and counts toward the maximum size limit.

The resident can live in the primary or accessory dwelling unit and rent bedrooms **in either dwelling unit**.

**You must apply for a business license.** There is no fee if the business is grossing less than \$50,000 a year and if you file an exemption request.



## ASTR Requirements

There are **no limits** on the number of nights bedrooms may be rented.

The **homeowner must occupy** the dwelling unit for at least 270 days of the year and your occupancy must be the primary use of the unit.

All ASTR bedrooms will be **inspected** to make sure they were **originally** constructed as **sleeping rooms** under the building codes in effect at the time they were created or converted.

If there is an ASTR in an ADU, the primary residents are **not allowed** to use their home as a **place of work**.

When applying for an ASTR permit, you must send a **notification letter to your neighbors**.



## Occupancy taxes

Your listing is in OREGON,MULTNOMAH,PORTLAND where Airbnb collects and remits occupancy taxes on your behalf.

[Learn more](#)

## Your local laws

Portland has a new law covering homesharing

To rent out a dwelling unit or a part of a dwelling unit (including a room, apartment, or single-family home) for stays of less than 30 days, you must “occupy” the dwelling unit, which means you must live there for at least 270 days per year, and your occupancy must be the primary use of the unit. Before you begin renting, you must obtain a permit from the City.

In addition, Portland assesses an 11.5% transient occupancy tax that Airbnb collects and remits for you through the booking process. The specific rules regarding short-term rentals are described in City Code Chapters 6.04, 33.207 and 41A.

[Learn more about registration requirements, taxes, and other rules](#)

[Give feedback](#)



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## ASTR Requirements handled by Short Term Rental Websites

**ASTR permit holders must keep a log of all guests' names, home address, license plate number (if applicable) and notation of the room they stayed in. This log must be available to City staff upon request.**

**ASTR permit holders must collect 11.5% transient lodging from guests. These you will have to remit to the City of Portland.**

**Request a TLT # from the city.**



## Key Differences between the Space Designations

### Living Space Conversion

Only code compliance is required.

### Mother in Law Suite

Is simply a space on your property. As soon as you add a permanent full kitchen it will be considered an ADU

### Roommate

A roommate is anyone staying with you longer than 30 days. This no longer qualifies as **Short Term Rental** and **renters** protection applies.

### ADU

You are **limited to one** per single family residents.

It requires access to **utilities** by renters.

It requires a **separate entrance**.

It allows a **second kitchen**.

Design and size **restrictions** apply.

**System Development Charge (SDC)** may apply pending final use.

### Short Term Rental vs ADU

- Not many hoops to jump through.
- Can be used for personal use when needed.
- Less property damage
- More cleaning and management
- Most lucrative



## The ARCIFORM Way



**Consult**



**Develop**



**Document**



**Build**



**Sustain**





## Consult

Understanding your story starts with understanding you and your project.

**We are experts at bringing our clients' dreams to life.**

- Investment – right size, right type
- Long term and **short term** needs
- Planning your budget
- Logistics
- Aesthetics

## Identify Your Team

Arciform Design Team

Arciform Build Team

Arciform Administration

City inspectors, arborist, MEP subs, engineers . . .







## Develop

- Investigate existing services including water meter, sewer, electrical and HVAC
- Request Locate Service
- Address needs for existing trees and new trees.
- Site Measure/As-built
- Design
- Plan
- Budget Check
- Code & Structural Considerations

## Developing an aesthetic concept helps us create beautiful, flexible and functional spaces inspired by your Story!



Room divider

Anne De Wolf  
Client: Christy & Stan

Helicosm / FREAKS  
freearchitects

Anne De Wolf  
Client: Christy & Stan



The Springs Health Club in LA |  
Remodelista

Anne De Wolf  
Client: Christy & Stan



Colour Psychology: Using  
Green in Interiors

Anne De Wolf  
Client: Christy & Stan



Bike Trac

Anne De Wolf  
Client: Christy & Stan



Turin Apartment Renovation  
by Uda Architeti

Anne De Wolf  
Client: Christy & Stan



Baby blue 30L Touch Bin

Anne De Wolf  
Client: Christy & Stan



Mari Design, Automated  
Shades, Automated Blinds,  
Motorized...

Anne De Wolf  
Client: Christy & Stan



Case Study Portfolio | APD  
Interior Designers in London...

Anne De Wolf  
Client: Christy & Stan



Bold choice of wall #colour  
with colourful framed  
prints... #inspiration

Anne De Wolf  
Client: Christy & Stan



Mid century modern

Anne De Wolf  
Client: Christy & Stan



Mid-Century Task Table Lamp -  
White

Anne De Wolf  
Client: Christy & Stan



Hot pink fireplace via Lonny  
Kronen Kronen Magazine.  
#colour... #inspiration

Anne De Wolf  
Client: Christy & Stan



Blue wall with vintage  
sideboard and chair. #colour  
#inspire

Anne De Wolf  
Client: Christy & Stan



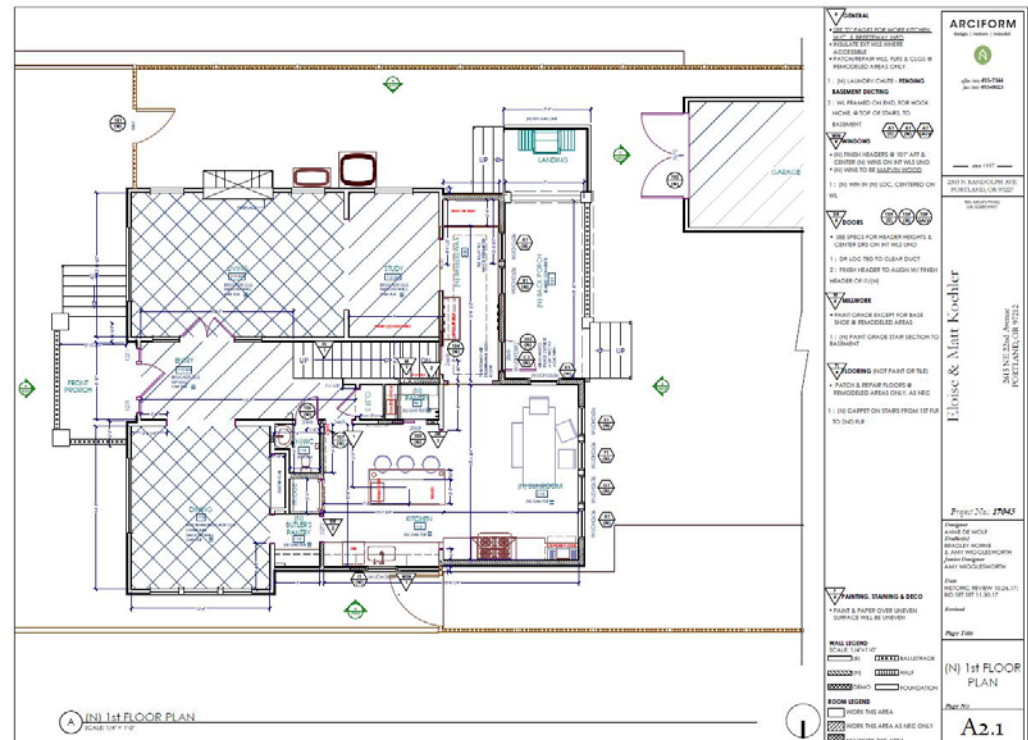
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**To make sure we are communicating your goals, our design and build teams will develop or review a complete set of plans and detailed specifications.**

**From there, our build team will develop separate work orders for each phase and submit it for your review and approval.**



## Build

A detailed **Work Order** outlining the Build Phase concludes the Documenting Phase.

Once you have approved the scope, budget and timeline, we are ready to move into **Construction**.

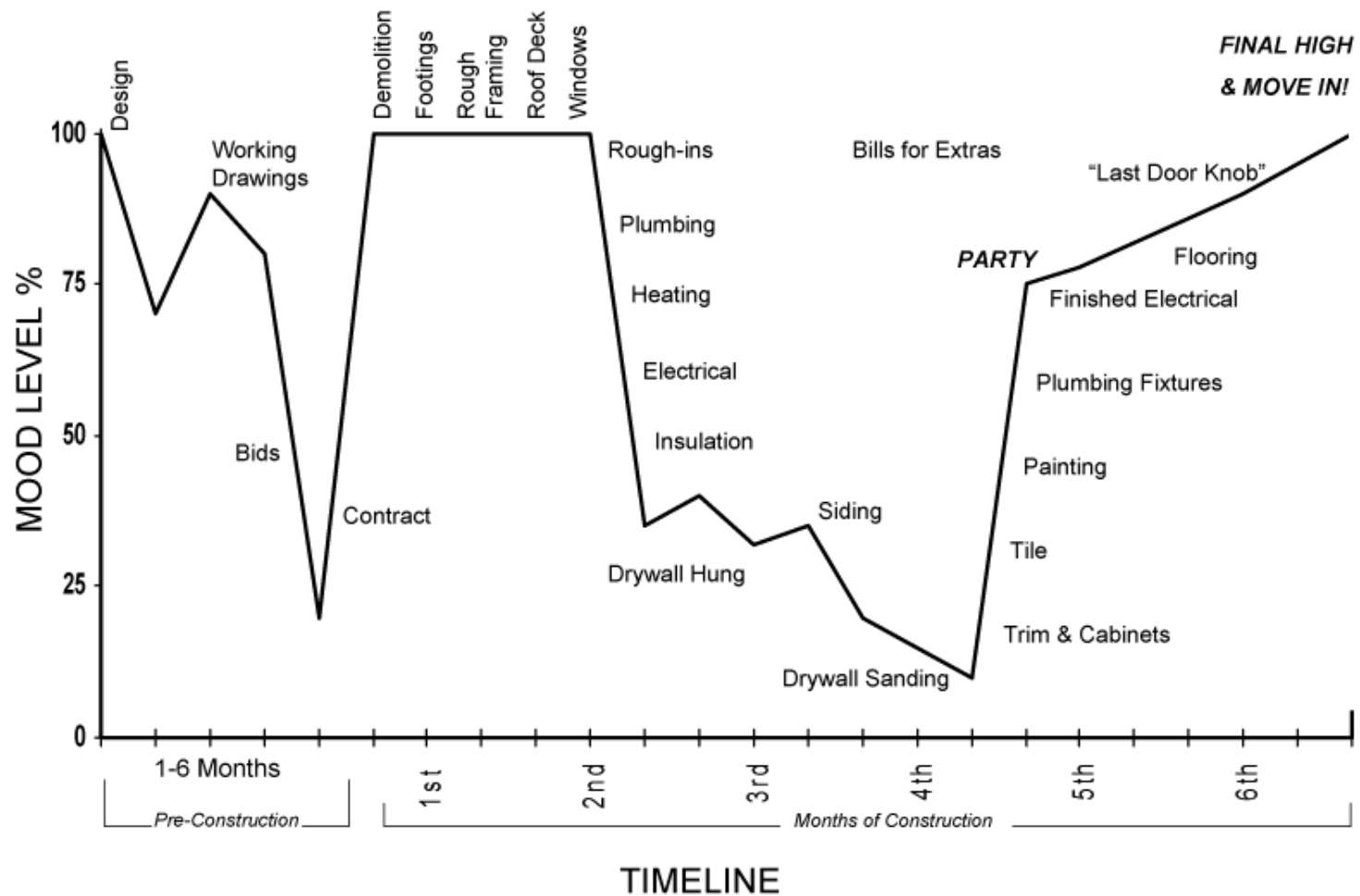
Our Design Team will keep their eyes on the details and your dedicated Project Manager will keep us on schedule **and you in-the-know**.

Our talented craftspeople are now making **your dreams come true**.





## The Emotional Roller coaster



## Sustain



Since we approach each project **holistically**, our engagement does not end when your project does.

**We want to make sure you are as happy about the final product as we are.**

We consider you and your project to be a part of our Story. We will check in with you and look forward to **hearing your feedback!**





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Please contact us so we can help you  
with your project:

*welcome@arciform.com*

**(503) 493-7344**

**We look forward to working with you!**



## Short Term tips and Tricks

1. Use **electronic** locks.
2. Plan **ahead**.
3. Have plenty of linens, soaps, dishes and paper towels **in stock**.
4. Make the most use of the great **websites** and **apps** created.
5. How to **minimize communication** with the guests.
6. Describe the spaces as **accurately** as possible – then **exceed** expectations.
7. Manage your own expiations – **set goals**.
8. Offer something **special**.
9. **Provide information** about what to do in the city or your neighborhood.
10. Provide a few **amenities**.
11. Make it as **user friendly** and straight forward as possible.
12. **Anylist** is a great app to make sure you do not run out.

