



Converting a Carport to a Garage

Version 2021-07-09

Note that most of such structures are difficult to convert and require foundation work. Steps 1-3 may be completed online via Prince William County's [ePortal](#). All building plans are required to be submitted via Prince William County's [ePortal](#) system. Consult the [customer electronic plan review \(ePlans\) guide](#) for information on how to prepare and submit documents for electronic plan review and the [electronic plan review guide](#) for building ePlan submission guidelines.

STEP ONE: Zoning Approval

The Zoning Division Counter is open from 8 a.m. until 4 p.m., Monday through Friday.

- Please see [Zoning Approval for Residential Additions](#) for more information.

STEP TWO: Plan Approval

The Building Plan Intake Counter is open from 8 a.m. until 4 p.m., Monday through Friday.

- Confirm your carport has a continuous footer.
- Provide copy of the zoning approval.
- Provide a set of plans for the existing structure.
- Provide building plans showing the proposed garage, with the plan view (view from above), elevation (a view from the side), and elevation section (cross section from side view with typical footing, wooden post, and all typical connection details). Please refer to the [Residential Plan Review Requirements](#) handout for more information.
- Complete the appropriate permit applications: [building permit](#); [electrical permit](#), [mechanical permit](#), and/or [plumbing permit](#).
- Obtain fee pricing.

STEP THREE: Permit Issuance

The Building Permitting Services Counter is open from 8 a.m. until 4:00 p.m., Monday through Friday.

- If the homeowner will be performing the work themselves, they must complete the [Statement of Exemption](#).
- If the Contractor will be responsible for the work, they must provide current copies of their VA State Contractor's License and Prince William County Business License.
- Review the [Who Should Apply for a Permit](#) webpage for more information.
- Pay for Permits – based on project size, fees will vary (please see [www.pwcva.gov/BDDFeeSchedule](#)).

STEP FOUR: Construction Inspections

For staff to conduct an inspection of a project, the permit must be affixed to the front window of the residence, and the approved plans must be available for the inspector to review at the time of inspection.

Building Construction Inspections are conducted between 8 a.m. and 3 p.m., Monday through Friday. To schedule an inspection please go to [www.pwcva.gov/ePortal](#) or call the automated phone system on 1-866-457-5280. The system will prompt for the permit number, inspection type and code required, which were given at the time of Building Permit issuance. The inspection process will vary depending on the extent of the work.

The most common inspection types and codes are:

- Building footing (103)
- Residential combination concealment (198)
- Residential combination final (199)
- Plumbing groundwork (401)