

PLANNING & DEVELOPMENT DEPARTMENT INFORMATIONAL PUBLICATION



Duplex Conversions

The following are the minimum requirements to convert a duplex to a single family home:

- The electrical service has to be modified so that only a single electrical meter remains; coordination with WE Energies (800-242-9137) is required.
- The gas service has to be modified so that only a single gas meter remains; coordination with WE Energies (800-242-9137) is required.
- If the property has two main entrances, one must be eliminated so that only a single main entrance remains; Design Review Board approval is required for any/all exterior modifications.
- A signed letter from the homeowner shall be provided to the Village requesting that the property be legally changed to a single family home in our assessment records, and what address will be used.
- A floor plan is required for any interior modifications.

Required Permits:

- Building Permit
- Electrical Permit
- Plumbing Permit
- HVAC Permit*
- Design Review Board*

*if applicable



Items that may be addressed, but are not required, include:

- Removal of the 2nd kitchen.
- Any interior configurations.
- Replacement of electrical panel boards.
- Modifications to the HVAC system.

Additional general code requirements are as follows:

- The minimum size of a bedroom is 100 sq. ft.; a closet is required to be considered a bedroom.
- Any newly created bedroom shall comply with egress requirements and smoke/CO alarm requirements.
- At least 50% of the bedrooms shall have a 32 inch door.
- At least one full bathroom shall have a 32 inch door.
- Once a property is converted to a single family dwelling, it may not be converted back into a duplex. [535-10E]

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NOTE: This informational sheet is NOT intended to answer all questions relating to duplex conversions. Please call with any additional questions.