

Policy on Issuance of BUILDING PERMITS for Model Homes Prior to Recordation of Final Subdivision Map

Policy No.: SJMC 24.02.310-5-02
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Revised: November 3, 2004

The following steps must be completed prior to issuance of Building Permits for Model Homes in a tract in advance of recordation of the Final Map.

1. Planning

- A. Issuance and acceptance of Planned Development (PD) Permit.
- B. Issuance and acceptance of the Planning A-2 Adjustment Permit allowing construction of model homes (may be included in PD Permit).
- C. Release of PD Plans to Building and Public Works.
- D. Sign off model home approval review process in AMANDA for issuance of building permit.

2. Public Works

- A. Authorization to Building to allow complete construction of structures and use for model home purposes. This may require prior issuance of a Grading permit, completion of rough grading, etc.
- B. Review projects on a case-by-case basis and sign off model home approval review process in AMANDA for issuance of Building Permits, with Final Inspection to be withheld until recordation of Final Map.

3. Fire

- A. Review and approval of plans to provide adequate fire flow to model homes. This may be accomplished in one of two ways, to the satisfaction of the Fire Department: 1) installation of two operational fire hydrants; one within 500' and one within 1000'; or 2) placement, prior to commencement of frame construction, of a minimum 10,000 gal. temporary water tank at a location satisfactory to the Fire Department.
- B. Review and approval of plans to provide a minimum 20 foot wide all-weather fire/emergency vehicle access road to the construction site capable of supporting a 69,000 lb. fire vehicle.
- C. Sign off model home approval review process in AMANDA for issuance of building permit, with Final Inspection to be withheld until recordation of Final Map.

4. Applicant (prior to Recordation of Final Subdivision Map)

- A. Completion of steps 1, 2, and 3, above.

- B. Send a letter to Building requesting this process, stating completion of the above steps. The letter shall also state that the applicant accepts full responsibility for any required corrections in the project discovered later.
- C. Payment of all fees and taxes required for issuance of a Building Permit.
- D. For Foundation Only Permits for Model Homes Prior to Recordation of Final Subdivision Map, complete steps 1, 2 and 3 B above. Notify Plan Checker of Record or Tract Coordinator accordingly.

5. Building

- A. Completion of Plan Check review process and completion of all necessary corrections on plans. The Plan Checker of Record or Tract Coordinator will authorize the project for issuance of Building Permits.
- B. Completion of preliminary tract street addressing (formal addressing & notification of other agencies will be completed after Tract Map recordation). Provide a tentative map for review.
- C. Approval of Plot Reviews for the affected lots.
- D. Plan Checker of Record or Tract Coordinator notes in the permit files that Final Inspections are to be withheld until recordation of Final Map. All related documents to be filed in the permit file.
- E. For Foundation Only Permits for Model Homes, Plan Checker of Record or Tract Coordinator shall note in the permit files that any further permits and inspections, beyond foundation only, are subject to Building Division Policy. (Issuance of Building Permits for Model Homes Prior to Recordation of the Final Map or are to be withheld until recordation of final map). All related documents to be filed in the permit file.

6. Applicant (after Recordation of Final Subdivision Map)

- A. Notify Building Division when Final Map is recorded.
- B. Complete official street addressing process.
- C. Complete all other normal requirements and clearances prior to Plan Checker of Record or Tract Coordinator authorizing final inspections of model homes.