

DEPARTMENT OF PUBLIC WORKS
Office of the Director



June 11, 2002

MEMORANDUM

Bulletin G-19-02

TO: All Permit Applicants

FROM: Thomas H. Goldsbury, P.E., C.B.O.
Chief, Building Inspection Division

RE: Permitting for Model Homes

The following procedure is to be used for permitting any house after July 1, 2002, to be used as a model home. The permit set of plans should reflect the condition the house will be in when it is used as a model. If the garage door is replaced with some type of glassed opening, the glassed opening must be shown and be constructed to code. This will allow us to "final" the structure as built.

Once you are ready to convert the model you must submit whatever drawings are required to show the necessary changes. This work will be permitted as a minimum fee permit.

By using this procedure, this will keep these model home permits off your 180 day list which could keep you from pulling permits.

Xc: All Building Staff

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