

MODEL HOME CONVERSION DETAIL LIST

Parcel key # _____

Date _____

Address : _____

Legal Description: _____

☐ Single Family to Model

☐ Model to Single Family

Please note, this is to be used as a guide only and is subject to change. Additional documents may be requested during the review process. It may be necessary to perform a site inspection to verify scope of work, access to the structure must be provided. The items listed are in addition to routine permitting documents.

Check any that apply:

- _____ ☐ Status change only
(no work being performed; site plans needed)
- _____ ☐ Installing Driveway
(Need site plans)
- _____ ☐ Installing non-structural walls in garage
(Need building plans & site plans)
- _____ ☐ Installing A/C equipment in garage need mechanical sub & calcs unless window/wall unit)
- _____ ☐ Installing doors and/or garage door
(Need product approval form & site plan)
- _____ ☐ Installing Parking Lot
(Need individual permit, site plans and Approved plans by Engineering)
- _____ ☐ Removing parking lot
(provide key number if off-site & site plans)
- _____ ☐ Removing non-structural walls in garage
(Need before & after floor plans, elevations & site plans)
- _____ ☐ Removing A/C equipment from garage
(Site plan & may need mechanical sub & calcs unless Window/wall unit)
- _____ ☐ Pool was installed for model.
(Pool barrier must be complete for single family- need drawings)
- _____ ☐ Removing or installing structural walls
(two sets of signed/sealed engineering)

Notes:

