

# MODEL HOME PERMIT APPLICATION

(Complete one application per model home)



The City of Alpharetta Community Development Department permits construction of a limited number of model homes before the completion and final platting of a subdivision. The issuance of a Model Home Permit is limited to the lesser of 3 lots or 10 percent of the total lots within the development and must meet the following requirements:

**Prior to Plan Submittal contact our Plan Review dept. to discuss ADA requirements 678-297-6080**

**To Be Completed By Applicant** (*Applications not completed in full will be rejected and/or delayed*):

Total Number of Lots in Subdivision \_\_\_\_\_ Number of Model Home Permits Requested: \_\_\_\_\_

Application for Model Home is # \_\_\_\_\_ of \_\_\_\_\_ allowed Model Home Permits

LDP# (required) \_\_\_\_\_ ENG# (required) \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

Owner Email: \_\_\_\_\_

24 Hour Contact Name: \_\_\_\_\_

24 Hour Contact Phone: \_\_\_\_\_

Development Name: \_\_\_\_\_

Development Address: \_\_\_\_\_

Model Home Address: \_\_\_\_\_

**\*If no address has been established yet, Applicant must contact GIS Specialist at 678-297-6077 to establish an address.\***

- Completed Building Permit Application and supporting documentation.  
Visit [www.alpharetta.ga.us](http://www.alpharetta.ga.us) to download Residential Building Permitting Procedures
- Provide an 8.5" x 11" site plan showing which lots within the development are proposed for model home(s).
- A copy of the signed ENG permit card submitted with the application for a model home.
- Copy of sewer/water receipt from Fulton County.

All fees including permit and impact fees (receipt required) must be paid.

- Lots for model homes must be served by an existing approved public roadway **or** a new planned roadway with curbing, rock base, and binder coat. **Attach Fire Marshal report**
- An active fire hydrant located within 400 feet of the model home. **Attach Fire Marshal report**

Fire Department: 678-297-6272 call for inspection between 7:30 – 9:00

A Temporary Certificate of Occupancy (TCO) must be issued by the Building Department prior to opening of a model home to sales staff or the public. **TCOs for Model Homes are strictly for sales purposes.** The City's Final Plat Checklist can be found at [http://www.alpharetta.ga.us/docs/default-source/planning-zoning/final\\_plat\\_checklist.pdf?sfvrsn=afdef5ab\\_4](http://www.alpharetta.ga.us/docs/default-source/planning-zoning/final_plat_checklist.pdf?sfvrsn=afdef5ab_4).