

City of Alpharetta



MODEL HOME PERMIT APPLICATION

Please 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, please contact the City's Plan Review Department to discuss ADA requirements, by calling 678-297-6080.

PROPERTY INFORMATION

Total Number of Lots in Subdivision: _____ Number of Model Home Permits Requested: _____

Application for Model Home is # _____ of _____ allowed Model Home Permits.

Model Home Address: _____

LDP# (required): _____ ENG# (required): _____

Development Name: _____

Development Address: _____

PROPERTY OWNER:

Property Owner Name: _____ Phone: _____

Email: _____

Street Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Property Owner Signature: _____ Date: _____

PROPERTY CONTACT:

24 Hour Contact Name: _____ 24 Hour Contact Phone: _____

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 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 must be paid (*Attach receipt*)
- 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*)

Please contact the Fire Marshal's Office between the hours of 7:30 a.m. and 9:00 a.m to schedule an inspection. The Fire Marshal's Office phone number is 678-297-6272.

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.