



**DEVELOPMENT SERVICES DEPARTMENT
BUILDING AND SAFETY DIVISION**

135 N. D. ST. PERRIS, CA 92570

www.cityofperris.org

(951)943-5003

JORGE CABALLERO
BUILDING OFFICIAL

Model Homes Sales Office Complex Closures

**Subject: MODEL HOME SALES OFFICE COMPLEX CLOSURES ON
RESIDENTIAL TRACTS.**

Purpose: To provide processes and requirements for the closure of a model home complex and construction on the vacated parking lot.

Authority: The Building Official, by section 104 within the California Building Code.

Applicability: Residential Tract Developments

Policy:

The following is intended to provide clarification on the standards and procedures for closing a model home complex, as well as the requirements before demolishing the parking lot and constructing or developing a lot currently designated for the model home and associated sales office complex.

- 1.** Where a sales office is located within a model home, the existing sales office must be converted to the approved model plan. It will be necessary to speak with the Building Official or Building Inspector to coordinate the required inspections through this conversion. The inspections will be scheduled under the existing model home building permit.
- 2.** Once construction inspections are approved for the conversion, and all prior to final conditions have been resolved, a final inspection is required for all models.
- 3.** The final building inspections will include the onsite inspection and verification for the removal of all model home complex installations, which include but are not limited to:
 - a.** Trap fencing
 - b.** Connecting paths (Excluding required sidewalks)
 - c.** Signage
 - d.** Front yard trellis or other decorative features at entrance to sales office.

4. Once the model/sales complex has received the final inspections and is deemed closed, the developer may then begin the demolition process to remove the parking lot and obtain the building permit for the vacated parking lot.
5. Where a sales office is located in a separate building or modular unit, in addition to the above requirements, a demolition permit is required for the removal of the structure, unit, ramps, and foundation installations.

Note: The Parking Lot cannot be removed before the model complex closure.