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Building Official

## COUNTY OF RIVERSIDE BUILDING AND SAFETY DEPARTMENT

# Model Home Sales Office Complex Closures

### **Subject:**

### **MODEL HOME SALES OFFICE COMPLEX CLOSURES**

### **SUB DIVISION TRACTS**

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### **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 in accordance with section 104 within the California building Code.

### **Applicability:**

Sub Division Tract Developments

### **Policy:**

The following is to provide clarification as to the standards and procedures for the closure of a model home complex and requirements prior to the demolition of the parking lot and construction or development on a lot currently designated as the parking lot used for the model home and associated sales office complex.

- 1.** Where a sales office is located within a model home; the conversion of the existing sales office to the approved BSD model plan is required. It will be necessary to speak with the Building Official or representative to coordinate the required inspections through this conversion. The inspections will be scheduled under the existing BRS permit.
- 2.** Once construction inspections have been completed for the conversion and all prior to final conditions have been placed in satisfied status, a final inspection is required for all models (BRS permit).

- 3.** The final building inspections will include the onsite inspection and verification on 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 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.