

Model Home Temporary Sales Office Administrative Permit ([17.228.125](#))

A model home temporary sales office for a new subdivision is allowed, subject to an administrative permit. The applicant shall submit the following to the Planning Division for review:

1. Application Form (attached)
2. Floor plans and elevations of each unit to be used as a model home or sales office (one full sized set of plans);
3. An overall site plan and landscape plan of the complex, including off-site parking facilities and outdoor lighting, if any (one full sized set of plans);
4. A copy of the subdivision map (one full sized set of plans);
5. A sign program that conforms to City Code Section [15.148](#);
6. One 8 ½" x 11" reduction of all exhibits;
7. Administrative Permit Fee of \$702, plus 8% technology fee (\$758.16 total).

All buildings shall meet the setback and lot coverage requirements of the zone in which they are located. The model home temporary sales office permit shall be valid for two (2) years. Upon expiration of the permit or upon completion of the use of the model units for display or as sales offices, all pavement used for a parking area shall be removed and all signage associated with the marketing of the subdivision shall be removed.

Model Home Temporary Sales Office Application

Site Location

Site Address: _____ Parcel Number: _____

Subdivision Name: _____

Subdivision File Number: _____

Property Owner

Property Owner: _____ Phone: () _____

Mailing Address: _____ City: _____ Zip: _____

Describe the model home complex/ temporary sales office proposal:

Applicant/ Contact Person

Name: _____ Phone: () _____

Mailing Address: _____ City: _____ Zip: _____

E-mail Address: _____ Fax: () _____

Please note that once this document is submitted to the City of Sacramento, your information may be subject to public record.
However, the City will not sell your data or information for any purposes.

FOR OFFICE USE ONLY

Reviewed by: _____

Date Approved: _____ Expiration Date: _____ I & R #: _____

Conditions/ Comments: _____

