



MODEL HOME COMPLEX APPLICATION

**Development Services
Building Inspection**

311 Vernon Street
Roseville, California 95678-2649
916.774.5332 fax 916.774.5394

General: Requests for model complexes that comply with the standards identified in City's Zoning Ordinance Section 19.64.050 are permitted temporary uses. Model complexes that do not comply with the standards of RMC Section 19.64.050, require approval of an Administrative Permit. Requests for model home complexes are reviewed by several City Departments to determine conformance with the Zoning Ordinance, Design and Construction Standards, and Building Code requirements. Each Department's processing time is dependent upon the status and completion of subdivision improvements.

Development Standards: Requests for model home complexes are reviewed for compliance with the Model Home Complex and Temporary Sales Trailer standards included in this application as "**Plan Check Checklist**". The provisions listed are required to be incorporated into your Building Permit plans. (Prior to the construction/installation of a temporary sales trailer, a building permit from the Building Division is required). Upon completion of the model home complex, it is the applicant's responsibility to contact the Building Division to verify that all final requirements for the Model Home Complex Permit have been completed.

PROPERTY OWNER (PRINT OR TYPE)	
Name _____	Signature _____ Date _____
Address _____	Daytime Phone _____
APPLICANT (PRINT OR TYPE)	
Company Name _____	Daytime Phone _____
Address _____	
Name _____	Signature _____
Subdivision name and lot numbers	Site addresses _____
_____	_____
_____	_____
Following to be completed by City Staff:	
CWJ #: _____	SUBD Code: _____ SP Area _____ SP Parcel _____
Planning & Redevelopment Inspection Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	

If you have questions, call the Building Inspection Division at (916) 774-5332 (California Relay Service 1-800-735-2929). Staff is available at 311 Vernon Street, Roseville, CA 95678.

**Model Home Complex
Building Permit Submittal and
Development Services Department Inspection Checklist**

Building Permit Submittal Requirements: The following items are required to be provided at the time of building permit submittal.

SUBMIT SEVEN (7) COPIES (PACKAGED SEPARATELY) OF THE FOLLOWING ITEMS FOR THE MODEL HOME COMPLEX PERMIT

Site Plans shall indicate the following:

- Drawn to an appropriate scale (no smaller than 1" = 20')
- Name of Subdivision and street names
- The location and lots used for the model home complex (Indicate where the sales office is located)
- Locate the placement of all models on each lot, indicating single or two story dwellings
- Dimensions of all property lines with a north arrow
- Distances to all property lines and other structures (accessory structures require separate permit)
- Location of all easements and required setbacks
- Parking layout. If parking is on the street, show where accessible spaces can be accommodated
- Show location of accessible restroom, if not within the sales office. (Must be within 200' of sales office)
- Show an accessible path of travel from accessible parking space to and into the sales office
(*Show all slopes, cross-slopes, parking space width, pathway width, pedestrian ramps, curb ramps, handrails, signs, detectable warnings or speed limit signs or equivalent*)
- Show an accessible path of travel from the sales office to the accessible restroom, if not within the sales office model (*showing same as above*)
- Show entrances, exits, and walkways to all the models within the complex
- Show existing and proposed fencing (trap fencing)
- Show location of any electrical transformers, fire hydrants, etc.
- Show location of the separate and individual utility connections to each model home.
- Show location of any protected oak trees
- Provide a vicinity map
- Provide a summary of project statistics including zoning, square footage by use and parking required and provided
- Irrigation and Planting Plan demonstrating compliance with Water Efficient Landscape Ordinance

Model Home Complex Information/Forms to be included with submission:

- Completed Building Permit Application
- It is recommended that the model home building applications be submitted at the same time as the complex plan as they must be issued with the complex. (Refer to the Pre-Mastered Policy handout for submittal requirements)
- Floor Plan of sales office, identifying:
 - Room uses
 - Doors: size, swing of doors, landings and thresholds
 - Signage: tactile exit signs, entrance sign to sales office, any accessibility signs for accessible elements
 - Floor surfaces shall be slip-resistant
 - Circulation within the sales office and associated rooms
- Electrical plan for sales office complying with the 2013 T-24 energy electrical efficiency standards
- Floor Plan and signage of accessible restroom, if restroom is located within the models.
- One (1) Copy of approved subdivision "Conditions of Approval"
- Signed Water Efficient Landscape Submittal Checklist
www.roseville.ca.us/planning/water_efficient_landscape_ordinance.asp

Fees:

For current fee information please contact the Building Division at (916) 774-5332

Plan Check Checklist: The following items are to be addressed on the plans submitted for Building Permit Plan Check, and prior to the Development Departments releasing the Plan Check issuance of the Building Permit. For questions to each individual department's standards, each department may be contacted at the telephone number listed below.

Fire Department – (916) 774- 5332: The Fire Department will need to be contacted to field test fire flows and verify access roads.

- ❑ A water supply capable of providing a fire flow of 1,500 gallons per minute with 20-PSI residual remaining in the system is required for fire suppression.
- ❑ Fire apparatus access roads shall be provided in accordance with Sections 901 and 902.2 for every building, or portion of a building constructed when any portion of the exterior wall of the first story is located more than 150-feet from fire apparatus access as measured by an approved route around the exterior of the building. Said fire apparatus access road shall be designed and maintained to support the imposed load of fire apparatus (68,000 pounds GVW), and shall be provided with *an AC pavement surface*.
- ❑ Fire apparatus access roads shall have an unobstructed width of not less than 20-feet and an unobstructed vertical clearance of not less than 13-feet, 6-inches. Gates located across fire apparatus access roads shall be provided with an approved Knox padlock and chain for Fire Department access.
- ❑ Entrances to roads that have been closed with gates shall not be obstructed by parked vehicles.
- ❑ Fire hydrants shall be operable and accessible to Fire Department apparatus by roads meeting the requirements of Roseville Fire Code Article 87 prior to bringing combustible materials onto the project site.

Engineering Division – (916) 774-5339

- ❑ The subdivision improvement plans shall have been approved by the Development Services Department, Engineering Division. The developer shall conform, to the satisfaction of the City Engineer, to Section 18.20.220 of the Subdivision Ordinance entitled "Exception for Model Home Building Permits" and the City's Design and Construction Standards Section 21-4. Note: Access to model home complex shall be paved with asphalt concrete per the approved plans and in accordance with Fire Department #2 requirement as identified above, which shall supersede the first paragraph of 21-4F of the Construction Standards.

Planning and Redevelopment – (916) 774-5276

- ❑ Model home complexes/temporary sales trailers shall comply with the approved Conditions of Approval for the subdivision in which they are located and for sale.
- ❑ A paved off-street parking lot including two (2) spaces per model home unit/sales trailer, accessible parking consistent with the CBC and landscaping shall be provided. OR On-street parking may be utilized where it is demonstrated that two (2) spaces per model home/sales trailer can be accommodated immediately in front of the model home complex/temporary sales trailer, no parking spaces will be located in front of an occupied residence.
- ❑ Landscape and irrigation plans shall comply with the Water Efficient Landscape Ordinance (WELo). Evidence of compliance shall be provided on the landscape plans. No irrigation shall cross property lines.
- ❑ Each model home unit shall comply with the development standards of that zone district.
- ❑ The model home complex/temporary sales trailer is approved for sales of units within the subdivision in which the complex/trailer is located only

Building Division – (916) 774-5332

- ❑ An 'exterior routes of travel' site accessibility plan incorporating slope, cross-slope, width, pedestrian ramps, curb ramps, handrails, signs, detectable warnings or speed limit signs or equivalent means shall comprise part of the site improvement plans submitted to the City for review, prior to building plan check approvals. This site accessibility plan shall also include:
 - Accessible parking stalls shall be dispersed and located closest to accessible entrances. The CBC shall establish the total number of accessible parking spaces.
 - Accessible spaces and crosswalks shall be signed, marked and maintained as required by the CBC.
 - Accessible parking and exterior route of travel shall comply with the CBC.
- ❑ Trap fencing shall be designed with gates that are sufficient in size to permit the entrance of ambulance, police, and fire fighting personnel but be no less than 36" minimum clear net opening.
- ❑ Site accessibility, access to normal paths of travel and site facilities shall be provided per the current CBC.
- ❑ Provide an accessible path of travel from the accessible parking space to and into the sales office. Slopes exceeding 1-foot rise in a 20 foot run will be considered ramps and will require handrails. Maximum slope must not exceed 1 foot in rise in 12 feet run. Landings must be provided at the top and bottom of ramps, at changes in direction and at intervals not exceeding 30 inches of vertical rise.
- ❑ Plot Plans for Model Homes.
- ❑ Accessible toilet facilities may be temporary per the current CBC.

Environmental Utilities Department – (916) 774-5752

- ❑ The applicant shall provide separate and individual utility connections to each model home, lot(s) or landscape area. No sewer or water services, including irrigation, shall cross property lines. The connections shall follow the commercial standards as specified in the City of Roseville Construction Standards.

Electric Department – (916) 774-5538

- ❑ Fencing in front of the model homes/sales trailer must be routed around any transformers to meet the City of Roseville Electric Department clear access and working space requirements.
- ❑ All landscaping must be installed to meet the minimum requirements of the City of Roseville Electric Department Requirements for Landscaping Design.

Field Inspection Checklist: The following items will need to be addressed prior to your models being released for temporary occupancy. Please be advised that this is not an all-inclusive list and that additional requirements may apply. **The Building Division will verify all of the requirements for each Department.**

Engineering

- ❑ Requires substantial completion of all improvements necessary to serve the model home complex or temporary sales trailer, including but not limited to, curb, gutter, sidewalk, paved access, street lights, street signs and all utilities shall be substantially complete prior to occupancy. See Section 21-5 of the Construction Standards for substantial completion description.

Fire Department

- ❑ The City Fire Department shall review and approve any change to the name of the subdivision.
- ❑ A minimum clearance of 3-feet shall be provided between fencing, trees, shrubs and other landscape materials and all fire hydrants. Fire protection equipment shall not be located behind parking stalls or other obstructions to access.
- ❑ A portable fire extinguisher with a minimum rating size of 2A-10B:C shall be provided for use by the occupants within the temporary office. Said extinguisher shall be accessible at all times and shall be installed per Fire Department guidelines.
- ❑ All single-family residences shall be provided with an approved address number, which is visible from the street fronting the project. Said address numbers shall be either internally or externally illuminated.
- ❑ A Fire Department inspection of the model complex/sales trailer shall be performed prior to occupancy of the facility to ensure conformance with the Fire Code. A minimum notice of 48-hours shall be provided prior to the requested date.

Environmental Utilities Department

- ❑ The applicant shall provide separate and individual utility connections to each model home, lot(s) or landscape area. No sewer or water services, including irrigation, shall cross property lines. The connections shall follow the commercial standards as specified in the City of Roseville Construction Standards.

Electric Department

- ❑ Fencing in front of the model homes/sales trailer must be routed around any transformers to meet the City of Roseville Electric Department clear access and working space requirements.
- ❑ All landscaping must be installed to meet the minimum requirements of the City of Roseville Electric Department Requirements for Landscaping Design.
- ❑ Individual utility connections to each model home unit/sales trailer shall be provided.

Building Division – (916) 774-5332

- ❑ The model home sales office/sales trailer, any arbor not meeting standard setback requirements, and any off-street parking shall be converted back to residential use and/or removed prior to the issuance of the Final Occupancy Permit or within fourteen (14) days from the sales of the last lot in the subdivision, whichever occurs first.
- ❑ Plans shall indicate any structures proposed in the yards of the model home complex/sales trailer. A separate permit is required for these accessory structures.
- ❑ The model home complex/sales trailer shall be inspected and approved for temporary final occupancy before the complex or trailer is used as the sales office and opened to the public. **NO FURNITURE SHALL BE MOVED INTO THE COMPLEX OR TRAILER UNTIL THE BUILDING DIVISION APPROVES THE TEMPORARY FINAL OCCUPANCY.**



**Development Services
Building Division**
311 Vernon Street
Roseville, California 95678

BUILDING PERMIT APPLICATION

This Section to be Completed by City Staff Only	
Submittal Date:	
Applicable Code Cycle:	
Permit Number:	
Issued Date:	

PROPERTY LOCATION	
Property Address:	Lot/Suite Number:
Subdivision/Tract/Shopping Center:	
APN:	Specific Plan Area:
Tenant/Business Name:	

PROPERTY OWNER INFORMATION	
Property Owner:	
Address:	
Phone Number:	Email Address:

APPLICANT INFORMATION		
Contact Name:		
Company Name:		
Address:		
Phone Number:	Email Address:	
Architect/Engineer (circle one):	License Number:	
Address:		

PROJECT INFORMATION			
Work Description:	Use:	Occupancy:	Sq Ft:
	Use:	Occupancy:	Sq Ft:
Stated Valuation:			

This Section to be Completed by City Staff Only			
Required Department Approvals:		Construction Valuation:	
<input type="checkbox"/> Building Division		Administration Fee	
<input type="checkbox"/> Planning Division		Planning Review Fee	
<input type="checkbox"/> Engineering Division		Technology Fee	
<input type="checkbox"/> Fire Department			
<input type="checkbox"/> Electric Department			
<input type="checkbox"/> Environmental Utilities Department			
<input type="checkbox"/> Placer County Health Department		Total Fees Paid at Submittal	
<input type="checkbox"/>		Total Fees Due at Issuance	

LEAD BASED PAINT

WARNING: Structures built prior to 1978 may contain lead-based paint. The Owner/Contractor understands and agrees that an EPA Certified Firm shall be used for the disturbance of any painted surfaces or materials.

PERMIT HOLDER OF RECORD

This permit is to be issued in the name of the ____ Licensed Contractor or ____ the Property Owner as the permit holder of record who will be responsible and liable for the construction.

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class: _____ License Number: _____ City of Roseville Business License Number: _____

Signature of Contractor: _____ Date: _____

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

____ I, as owner of the property, or my employees with wages as their sole compensation, will do () all of or () portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.).

____ I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.).

____ I am exempt from licensure under the Contractors' State License Law for the following reason:

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

Signature of Property Owner or Authorized Agent: _____ Date: _____

WORKERS' COMPENSATION DECLARATION

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

Policy Number: _____

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier Policy Number: _____ Expiration Date: _____

Name of Agent: _____ Phone Number: _____

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature of Applicant: _____ Date: _____

DECLARATION REGARDING CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 8172, Civil Code).

Lender's Name: _____ Branch Designation: _____

Lender's Address: _____

APPLICANT'S DECLARATION

By my signature below, I certify to each of the following:

I am the property owner or authorized to act on the property owner's behalf.

I have read this application and the information I have provided is correct.

I agree to comply with all applicable city and county ordinances and state laws relating to building construction.

I authorize representatives of this city or county to enter the above-identified property for inspection purposes.

Signature of Property Owner or Authorized Agent: _____ Date: _____

AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF

Excluding the Notice to Property Owner, the execution of which I understand is my personal responsibility, I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain an Owner-Builder Permit for my project.

Scope of Construction Project (of Description of Work): _____

Project Location or Address: _____

Name of Authorized Agent: _____

Address of Authorized Agent: _____

Phone Number of Authorized Agent: _____

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy.

Signature of Property Owner: _____ Date: _____

Please Note: A copy of the owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.



Development Services
Building Inspection
 311 Vernon Street
 Roseville, California 95678-2649

Construction Comment Form

- Environmental Utilities (Water/Sewer)
- Fire Department
- Electric Department
- Engineering Department
- Planning Department
- Transportation Department

BD _____
 Date _____
 Specific Plan Area & PCL# _____
 DRP # _____
 City Wide # _____
 EN # _____

Project Name: _____

Address: _____

Contact Person: _____ Phone # _____

Company Name: _____ FAX # _____

Address: _____ email _____

Project Information: New Construction Tenant Improvement _____

Occupancy Group: _____ Square Footage: _____ Fire Sprinklers: Yes No

Will this building handle, store or transport hazardous materials? Yes (requires Fire Dept. approval) No

Is the main electrical panel being upgraded or new meters being added: Yes No

These Plans will not be accepted by the Building Division for plan check approval and building permit issuance until the department checked above has reviewed them and this form is signed. Do not sign this form unless your department requirements are fully complied with or indicate on this form that the plans are under further review with an expected response date.

COMMENTS:

Note: Any special conditions required during construction or at the time of final inspection will be enforced by the department requiring the conditions.

APPLICABLE FEES:

For City Department Use Only

The attached plans meet all the requirements of my department.

Check here if field inspection is **NOT** necessary.

City Officials Signature _____ Print Name – Phone # _____ Date _____

(916) 774-5332 • (916) 774-5394 Fax • (916) 774-5220 TDD • buildingdivision@roseville.ca.us • www.roseville.ca.us