



GWINNETT COUNTY Department
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MODEL HOME PERMIT APPLICATION

Subdivision Name _____ Lot/Block _____
Location _____ Acreage _____
Dist., LL., Parcel No. _____ Zoning _____
Min. Dwelling Size _____ Sanitary Service: [] Sewer [] Septic
Developer _____ Builder _____
Address _____ Address _____
_____ Zip _____ Zip _____
Phone _____ Phone _____

DEPARTMENT USE ONLY

Project No. PRJ _____ Site Development Permit No. SDP _____

The following have reviewed and approved the issuance of a Building Permit for a Model Home as referenced above:

PLANNING & DEVELOPMENT

DEVELOPMENT REVIEW (Address Division) Authorized By _____

Conditions: _____ Date _____

BUILDING CONSTRUCTION (Townhomes only) Authorized By _____

Conditions: _____ Date _____

ENVIRONMENTAL HEALTH DEPARTMENT Authorized By _____

Conditions: _____ Date _____

PUBLIC UTILITIES

Water Division: Authorized By _____

Conditions: _____ Date _____

Sewer Division: Authorized By _____

Conditions: _____ Date _____

Stormwater Management Division: Authorized By _____

Conditions: _____ Date _____

TRANSPORTATION

Traffic & Operations Division Authorized By _____ Date _____

Conditions: _____

FINANCIAL SERVICES

TAX Mapping section Authorized By _____

Conditions: _____ Date _____

MODEL HOME PERMIT AUTHORIZATION

PLANNING & DEVELOPMENT

Development Review Address Division: Authorized By _____

Conditions: _____ Date _____

Name/Phone Number of Person(s) Obtaining Authorization _____

NOTE: A CERTIFICATE OF OCCUPANCY CANNOT BE ISSUED UNTIL A FINAL PLAT CONTAINING THE LOT HAS BEEN APPROVED AND RECORDED.

ONLY ORIGINAL APPLICATION FORM CAN BE USED FOR FINAL AUTHORIZATION

MODEL HOME PERMIT INFORMATION SHEET

In accordance with the Development Regulations, Single-family detached and duplex subdivisions, building permits for no more than two (2) model homes on specific lots may be issued prior to final platting.

The following is a list of requirements that must be met to acquire model home permits:

1. Complete Application Form.
2. Evidence that a Development Permit has been issued and the Preliminary Plat approved {i.e. copy of Preliminary Plat or Subdivision Development Permit number (SDP)}.
3. A House Location Plan indicating the location of the house and all applicable information (refer to standard HLP requirements).
4. Floor plan/ elevations of proposed structure to show compliance with requirement that structure is in fact a Model Home.
5. Signature of approval from the Traffic and Operations Division of the Department of Transportation to indicate compliance with the requirement to pay for street signs.
6. Only a Certificate of Completion will be issued for a Model Home. A certificate of Occupancy will not be issued until 30 days after the final plat, including the lot in question, has been reviewed and recorded.
7. Provide a letter on company letterhead stating that the builder understands that they must wait 30 days after the final plat has been approved before a request of a Certificate of Occupancy.