
BUILDING & SAFETY DIVISION POLICIES & PROCEDURES

Policy No. PP-2 Temporary Sales Offices in Model Homes

Application:

This policy applies to Temporary Sales Offices in Model Home garages for residential subdivisions. A commercial building permit (C-BLDG ALT) is required to alter the U occupancy garage for temporary use as a sale office. All provisions governing B occupancies per 2007 CBC will apply to the sales office and employee/public restroom. A Temporary Use Permit (TUP) from the Planning Department and approval from the Sacramento Metropolitan Fire District is also required.

Required Plan Submittal:

1. Site Plan

A fully dimensioned and scalable site plan, 18" x 24" minimum size (scale: 1/4" = 1') is required. The site plan should show the following:

1. Location of the house on the parcel
2. All registered setbacks with the Planning Dept. approval
3. An accessible path of travel from the public way (City sidewalk) to the main entry/exit of the sales office.
4. An accessible path of travel from the office to an accessible restroom.
5. An accessible path of travel from the office to accessible parking.

2. Floor Plan

A complete floor plan of the model home, 18" x 24" minimum size, which the sales office is to be located in, will be required. A minimum 1/4" = 1' scale drawing of the sales office and the accessible restroom will be required.

Applicable California Building Code Provisions for a "B" Occupancy are as follows:

- Fire & Life Safety - Chapter 10 2007 CBC
- Light and Ventilation - Chapter 12 2007 CBC
- Hazardous Glazing - Chapter 24 2007 CBC
- Plumbing – 2007 CPC
- Mechanical – 2007 CMC
- Electrical - 2007 CEC
- Accessibility - Chapter 11 B 2007 CBC
- Accessible Electrical Receptacle and Switch Locations - 2007 CEC
- Accessible Plumbing fixture spacing heights, reach ranges and maneuvering space - Chapter 11B 2007 CBC

3. Fees

Fees will be calculated as a commercial alteration, using the construction valuation for the intended work. The Model Home will not be allowed to have a final inspection until the Temporary Sales Office is removed, inspected and final inspection is approved for the Temporary Sales Office.

Cyrus Abhar
Chief Building Official, City of Rancho Cordova