

	<p>STANDARD OPERATING POLICY AND PROCEDURE</p> <p>Community and Economic Development</p>	<p>Number:</p> <p>1-19</p>
<p>Subject: Model Home Permit Renewal</p>	<p>Approval Date: October 12, 2006</p>	
<p>Approval: Chuck King, Building Official</p>	<p>Effective Date: December 15, 2006</p>	

1.0 PURPOSE

Provide requirements and procedures for use and expiration of model plans.

2.0 DISTRIBUTION

Public, Community and Economic Development (CED) Personnel

3.0 REVISION HISTORY

August, 2015

April, 2019 -2018 Code Update

4.0 CODE REFERENCE

5.0 POLICY

Model home plans expire two (2) years after the initial date of approval.

An exception is possible when adopted codes are updated to new versions. Model plans that are active at the time of a code update are subject to review, to verify that the plans reflect any changes resulting from the newly adopted code. The code update may be done as a revision, submitting only building plan sheets which are affected, rather than full plan sets. Full-size plan sheets must be submitted for insertion into the existing plans. Once plans are updated, the new expiration date will be two (2) years after approval. Supporting calculations or similar documents may be submitted in 8 ½ x 11 inch format.