

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

**1.0 PURPOSE**

Provide requirements and procedure for extension of model plan renewals.

**2.0 DISTRIBUTION**

Public, Community Development and Public Works (CDPW) Personnel

**3.0 REVISION HISTORY**

August, 2015

**4.0 CODE REFERENCE**

**5.0 POLICY**

The Permitting Division currently requires yearly renewal of model home permits. The policy has been reviewed and it has been determined that extending the length of time to two (2) years prior to requiring a renewal will not impact the safety of the public, however, an exception is possible when adopted codes are updated to new versions. Model home plans that are active at the time of a code update are subject to review to verify that the plans meet the newly adopted code provisions. The code update may be done as a revision, submitting only building plan sheets which are affected rather than full plan sets. This revision does not extend the permit expiration date.

In order to successfully implement this policy the Permitting Division's plan records must be kept up to date. Therefore, the Applicant is required to bring in full-size plan sheets to insert into the existing plans for revisions requested. Supporting calculations or similar documents may be submitted on an 8 ½" x 11" format.