

**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING & SAFETY DIVISION**

2729 Prospect Park Drive | Rancho Cordova, CA 95670

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Temporary Sales Offices in Model Home Garages Policy

Application:

This policy applies to Temporary Sales Offices in Model Home garages for residential subdivisions. A commercial building permit is required to alter the U occupancy garage for temporary use as a sale office. All provisions governing B occupancies per the current California Building Code 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:

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.


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.

These uses are defined as "B" Occupancy types (CBC Chapter 3, Section 304), and are subject to provisions located in the California Building, Plumbing, Electrical, Mechanical, and Energy Codes, and the Green Building Standards Code (the California Residential Code does not apply for this type of use).

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 be used as a dwelling until the Temporary Sales Office is removed.



Joseph Cuffe
Building Official, City of Rancho Cordova