

CITY OF BEAVERTON
BUILDING SERVICES DIVISION
POLICIES AND PROCEDURES

SUBJECT: Early Construction Permits,
Subdivision Model Homes, and
Sales Trailers

P & P NO.: 05-18

EFFECTIVE DATE: February 20, 2002
Revised March 31, 2006

APPROVED BY:

ISSUE:

Can building permits be issued for model homes and/or sales trailers prior to the subdivision improvements being 100-percent complete and accepted by the City?

PURPOSE:

To establish procedures to permit construction of model homes and/or installation of sales trailers in a subdivision prior to the subdivision improvements being 100-percent complete and accepted by the City.

SCOPE:

This policy shall apply to issuance of building permits (early construction permits) for model home and/or sales trailers in residential subdivisions.

BACKGROUND:

Historically, issuance of building permits for sales trailers and/or model homes was not permitted until construction of the subdivision was substantially complete. The Development Liaison Committee requested a method to allow construction of model homes and/or sales trailers to assist in marketing the product earlier in the subdivision development process.

POLICY:

For the purpose of early construction permits for model home or sales trailers, the following shall apply:

1. This policy shall not apply to land partitions.
2. A temporary use permit and any applicable building permits shall be obtained prior to the installation of any sales trailer or sales office within a home. Sales trailers shall be removed upon expiration of the temporary use permit.
3. A maximum of one model home is allowed for subdivisions with 1 to 10 lots, two model homes for subdivisions with 11 to 20 lots, and no more than three model homes for subdivisions with 21 or more lots. The determination of the number of allowed early construction permits for model homes will be made based on the first final plat application in progress and not on later final plat applications in a phased master plan.

4. If more than one model home is requested or if there is an existing dwelling on the property, the plat shall be recorded prior to issuance of the building permit for the second home.
5. The applicant shall have a registered professional surveyor stake the model home foundation to demonstrate to the building inspector that the structure will be placed consistent with the preliminary plat approval and proposed final plat application.
6. The City Engineer or his/her representative shall determine which lots are available for model home construction and/or sales offices. The lots shall be within close proximity to a pre-existing arterial, collector, or other pre-existing public street as acceptable to the City Engineer. All streets shall be curbed and paved (with a minimum first lift of asphalt concrete) to the selected lots.
7. Early construction permits shall only be issued to the subdivision owner or his/her designee. In no case shall the number of early construction permits exceed that permitted by Section 3 of this policy.
8. The applicant shall submit a written statement in a form approved by the City Attorney that holds the City of Beaverton harmless of any consequences that would arise by allowing issuance of building permits for model homes and sales facilities. All cost to remedy problems that arise shall be born by the applicant. Approval of the building permit(s) for one or more model homes shall not be construed to mean that the public improvements are defect-free, complete, or accepted by the City or that the development is in compliance with any City code or requirements.
9. No connection of the model home or sales trailer to any water, sanitary, or storm sewer utility shall be allowed unless the system(s) are deemed substantially complete by a representative of the City.
10. If no as-builts are available, the applicant shall be responsible for location of utility connections.
11. No residential occupancy shall be allowed until a notice of substantial completion of the public improvements is obtained from the Senior Field Inspector.
12. Occupancy for sales trailers or sales offices shall not be allowed until substantial completion of the sanitary sewers is obtained or portable toilets are available. In such cases, potable water for indoor plumbing must be turned off and locked at the meter until the sewer construction and testing is complete.
13. No occupancy or use of a temporary sales trailer or office shall be allowed until a temporary use permit has been issued.
14. If the project is not served by the City water system, the applicant shall submit a letter from the appropriate water district stating the system is substantially complete and the fire fighting water supply and hydrants are active.

QUESTIONS: Questions regarding application of this policy should be directed to your immediate supervisor, or in their absence, to the Building Official.



CITY of BEAVERTON

4755 SW Griffith Drive, PO Box 4755, Beaverton, OR 97076

General Information (503) 526-

Agreement for Early Construction of Model Homes and Placement of Sales Facilities

_____, requests an
(Developer/Designated Builder)
early construction permit on _____ in
(Lot Number or Address)
_____ subdivision/development, Site Development

Permit number, _____ agree to and understand the following conditions:

1. That not all the improvements for the subdivision are complete at the time the early construction permit is issued. That approval of building permit(s) for one or more model homes does not mean that the public improvements are defect-free, complete or accepted by the City, or that the development is in compliance with any City code or requirement.
2. That all work authorized under the early construction permit is done at my risk and any work not in conformity with applicable codes and regulations shall be removed, altered or corrected at my expense.
3. That no occupancy of the building(s) as a residence will be permitted until the City certifies that all the public utilities are complete, operational and accepted, and that the building cannot be represented as ready for occupancy until the City has issued a final approval.
4. That I shall survey and stake the model home foundation(s) to demonstrate to the building inspector that the structure will be placed consistent with the preliminary plat approval and proposed final plat application.
5. That since no utility As-builts documents are available, I shall be responsible for location of utility connections.
6. That no connection of the model home or sales trailer to any water, sanitary or storm sewer utility shall be allowed unless the system(s) are deemed substantially complete.
7. That if the building is to be used as a sales office, a Temporary Use permit must be obtained (from the Development Services Division) and a temporary occupancy permit is issued prior to such use, and occupancy. Sales trailers or sales offices shall not be allowed until substantial completion of the sanitary sewers is obtained or portable toilets are available. In such cases potable water for indoor plumbing must be turned off and locked at the meter until the sewer construction and testing is complete.
8. That a copy of this document will be posted in plain view in the building until occupancy as a residence is obtained.

Signature

Date

Title

Company Name

City of Beaverton

City Engineer or Designee

Date

Revised July, 2004.

Revised April 2005

- c: Building Official
 Building Plans Examiner
 Site Development Plans Examiner
 Senior Building Inspector
 Site Development Inspector