

## MODEL HOME PERMIT REQUEST PROCEDURES

- Maximum of four (4) model permits for the entire subdivision. If the subdivision is small with only a few lots, you will need to verify with the Agency Director of Community Development or the Site Inspections Section the number of Model Home Permits that will be allowed.
- Complete Model Home Permit Request Form and provide as much as information as possible on the Residential Building Permit attached as part of the Model Home Permit Request. Be sure to print a contact name, email address, and phone number on the Model Home Permit Request form. **NOTE:** Applicants for Model Home Permits must comply with the memo to Single Family Residential Permitting Customers regarding New Requirements for Permits dated January 20, 2011, also attached to and made a part of the Model Home Permit Request form. (Revision May 1, 2013.)
- Submit site plan and grading plan drawn by registered surveyor, architect or engineer with the impervious surface coverage shown on the plan; and architectural elevations of all four sides of the proposed house, which can be waived if there are no zoning or variance stipulations.
- Email the form to [comdev@cobbcounty.org](mailto:comdev@cobbcounty.org) or fax the completed form to 770/528-2126.
- Once the Model Home Permit Request is received, it will be reviewed by the Zoning Division and Site Inspections Section. You will be contacted that the request has been approved and you may come get your permit(s) **OR** you will be notified that certain items must be completed prior to approval of the request.
- Please be aware that review of the Model Home Permit Request may take up to five working days.
- Questions about the Model Home Permit Request process may be directed to the Site Inspections Division at 770/528-2134, the Zoning Division at 770/528.2035, or the Agency Director's Office at 770/528-2125.