



# Model Home Permit Checklist

**Project File Number:** \_\_\_\_\_ **Accepted By:** \_\_\_\_\_  
**Project Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Total Number of Lots:** \_\_\_\_\_ **# of Model Homes:** \_\_\_\_\_  
**What is the expiration date of the subdivision?** \_\_\_\_\_

## Model Home Ordinance Compliance Checklist

This checklist is intended to help applicants understand the requirements in LSMC 14.44.025 for Model Home Building Permit applications. Applicants should review each item below and describe with applicable documentation how their application satisfies the city’s regulations. **(Please review LSMC 14.44.025 Model Homes for more information) ALL APPLICATION MATERIALS AND RESUBMITTALS ARE REQUIRED TO BE IN ELECTRONIC PDF AND HARDCOPY FORMS. ALL ELECTRONIC SUBMITTALS NEED TO BE RECEIVED BY THE CITY AT THE TIME OF APPLICATION. PLEASE NOTE ALL APPLICATION MATERIALS MUST BE SIGNED. IF THE REQUIRED MATERIALS ARE NOT PROVIDED THE CITY CANNOT ACCEPT THE APPLICATION.**

### General Requirements

Applicant / Staff Verify

- /  Proof of license to work (if applicant for model home is not the owner or developer) (1 copy)
- /  Hold Harmless Agreement (1 copy)
- /  Copy of Approved Preliminary Subdivision Plan (1 copy)
- /  Letter of Water Availability from **Snohomish County Public Utility District (PUD)** (1 copy)
- /  Intake Fees (See current Fee Schedule)
- /  \$150.00 Model Home Review Fee

*Administrative Review for Model Homes include a flat fee of \$150 for the first two hours of review and an addition \$75.00 per hour for each additional hour of review. Any additional hours billed must be paid prior to building permit issuance.*

- /  Complete Building permit application forms

*For copies of permit application and checklists please visit <http://www.lakestevenswa.gov/294/Building-Applications-Handouts>*

## Additional Requirements

Will this model home act as a real estate office? YES / NO

Applicant / Staff Verify

/  If Yes; A **Temporary Use Permit** application will be required at the time of submittal

*Please see the Land Use Type I Application here:*

<http://www.lakestevenswa.gov/DocumentCenter/View/1115/Type-I-II-Application-10-4-2012?bidId=>

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### City of Lake Stevens Inspector Approval:

All model homes must have approval of road access by the City of Lake Stevens Inspector. When approval has been given, the inspector must sign below for Model Home Applications to be accepted. All applications that fail to have this signature will be rejected at the counter.

#### Inspector

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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#### Owner or authorized Agent:

I DECLARE UNDER PENALTY OF THE PERJURY LAWS THAT THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION IS TRUE, CORRECT AND COMPLETE. By affixing my signature, I certify that I am the legal owner of the property for which this application is issued or an authorized agent of the owner.

#### Applicant

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Property Owner

Signature: \_\_\_\_\_

Date: \_\_\_\_\_