



## Model Home Request Form

A subdivision must be in substantial completion before a building permit application can be submitted for review. However, the Community Development Department will allow permits to be issued for model homes prior to substantial completion. Requirements for water and fire access must be complete to be considered. Please fill out the information below, then obtain signatures from the Planning and Engineering Departments.

Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Builder: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Department	Signature	Date
Planning		
Engineering		

Contact Planning at 801-446-5323 or email [planning@herriman.org](mailto:planning@herriman.org)

Contact Engineering at 801-446-5323 or email [engineering@herriman.org](mailto:engineering@herriman.org)

**After the signatures are received, submit a building permit application along with all other required documents to the Building Department. This signed form must accompany the permit application.**

For more information regarding building permit requirements, see the Building Department webpage at [www.herriman.org/building](http://www.herriman.org/building) or call (801) 446-5327 Monday through Friday between 7:30 a.m. and 5:30 p.m., or email [building@herriman.org](mailto:building@herriman.org).

Please note ALL model homes must receive a Herriman City Business License. Please contact the Business License Official at (801) 446-5323 or email [licensing@herriman.org](mailto:licensing@herriman.org). Applications can be found on the website at [www.herriman.org/licenses/](http://www.herriman.org/licenses/).

Model Homes are a permitted use in all residential areas, subject to the following requirements:

10-19-36: MODEL HOME SALES OFFICE REQUIREMENTS:

- A. Model units not to be used until the streets are paved.
- B. The parking for the sales to be in designated parking areas only.
- C. Signage to be as allowed by ordinance.
- D. Hours to be nine o'clock (9:00) A.M. to eight thirty o'clock (8:30) P.M.
- E. The unit to be converted back to a residence within one hundred twenty (120) days after the last unit is sold.
- F. The planning commission to review the use if a complaint is registered.
- G. Lighting is to be low level to be compatible to a residential area.
- H. Business to be sales only; not to be related to construction or production. (Ord. 12-29, 8-9-2012)