



DEPARTMENT OF PLANNING

MODEL HOME PERMIT SUBMITTAL REQUIREMENTS

JUSTIFICATION LETTER: A justification letter requesting model home permits must be submitted to the Department of Planning. The justification letter must include a table with the following information: lot number; block number; plan check number; model options; and the builder's plan number. Chapter 18.28 of the City of Las Vegas Subdivision Ordinance regulates the issuance of Model Home Permits

MODEL HOME PERMIT AGREEMENT FORM: The developer must sign the Model Home Permit Agreement Form and submit the form to the Planning Department. In addition, a representative from Fire Prevention must also sign the Model Home Permit Agreement Form before the form is submitted to the Planning Department. Please see the Fire Department requirements listed below.

FEE: No fee is required for the assignment of model home addresses.

BOND (BLUE-LINE) COPIES: Two bond (blue-line) copies of the "recorder-ready" subdivision map are required. The two copies of the "recorder-ready" subdivision map must be 24" x 36". The "recorder-ready" subdivision map will be reviewed against the approved Final Map Technical Review for compliance with redline corrections. Model home permits will not be issued if the "recorder-ready" map is not in compliance with the approved Final Map Technical Review.

SFD-TRACT: The developer must provide the plot plans and required building permit application information for each model home permit requested.

FIRE DEPARTMENT REQUIREMENTS: On any residential or commercial installations fire hydrants shall be installed and fire apparatus access roads shall be maintained **before** commencement of any combustible construction. All fire hydrants shall be in good working order and shall be capable of delivering the required fire flow.

ADDRESS ASSIGNMENTS: All structures within the Las Vegas city limits are assigned street addresses in accordance with the "City of Las Vegas Street Naming and Address Assignment Regulations, 1993 Edition." Property owners do not have vested rights to street names, address numbers, or suite numbers even if a street address has been used for many years. The City of Las Vegas will notify the affected public and utility agencies by letter if an address change has occurred.