



# Quality Submittal for Temporary Sales Office in Model Home

- A. Two sets of plans showing proposed revisions. Plans must include any structural revisions to the building. Revisions must be sealed by original architect and engineer of record if applicable. Plans must also include the ADA Compliance notes.
- B. Copy of City stamped approved house/building plans.
- C. Copy of City approved site plan (please note that the building permit must be issued prior to sales office permit issuance).
- D. Letter on company letterhead requesting sales office in model. Letter must be address, lot and subdivision specific. Specify length of occupancy and that the building will be returned to original as per city approved plans before being sold.

**Note:** If the model home is in a model complex, plans for complex must be approved prior to submitting for temporary sales office.

## Planning & Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7088



# Model Home Sales Office

**These notes must be on the model home sales office plan for building plan review.**

The sales office shall be accessible to those with disabilities in compliance with the Americans with Disabilities Act.

- ❑ Entry walk from the parking lot to the sales office shall be minimum 36" wide with a stable and firm surface.
- ❑ Walkways to the main entry shall not have steps.
- ❑ Ramps which slope greater than 1:20 (>5%) shall have handrails on both sides, extending 12" beyond each end of the ramp.
- ❑ Ramps shall have landings at top and bottom of run.
- ❑ Side slope of landings max. 1:50.
- ❑ The landing at the entry door shall be 18" wider on the latch side of the door if the door swings out, and 12" wider than the door on the latch side if the door swings in.
- ❑ Entry landings shall be 60" minimum outward from the door (doorway) if the door swings out, and 48" minimum outward from the door (doorway) if the door swings in.
- ❑ Landing at entry shall be at the same elevation as the interior slab.
- ❑ Landing shall slope a maximum of ¼" per foot in any direction.
- ❑ A maximum threshold of ½" may be used if sides are beveled.
- ❑ Entry door shall have lever hardware on both sides or other easily openable hardware which opens with one operation of the hand equal to opening by using a closed fist.
- ❑ Sliding door entries may only be used if easily openable with one operation of the hand (closed fist)
- ❑ Floor surfaces inside the sales office shall be firm and slip resistant.
- ❑ Sales offices shall also provide safety glazing at both interior and exterior locations where required by code.

## Planning & Development Services Department

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251 • Phone: 480-312-2500 • Fax: 480-312-7088