



Community Development Services
 Planning Division
 City of Greenwood
 300 South Madison Avenue
 Greenwood, IN 46142
 (317) 887-5230
 (317) 887-5616 fax

APPLICATION FOR

MODEL HOME/SALES OFFICE PERMIT

EXPIRATION DATE: / /

PERMIT NO.: _____

Application is hereby made for a temporary permit for a model home/sales office. The information which follows and the accompanying plans, specifications and other information with the representations therein contained, are made a part of this application in reliance upon which the Planning Commission of the City of Greenwood is requested to issue a model home/sales office permit.

It is understood and agreed by this Applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this Applicant, such as might or would operate to cause refusal of this application, or conditional approval thereof, or any material alteration or change in the accompanying plans, specifications or improvements subsequent to the issuance of a permit in accordance with the application, without the approval of the Planning Commission shall constitute sufficient ground for the revocation of this permit.

All building construction work, alterations, repairs, or mechanical installations and appliances connected therewith and other work necessary to complete the following improvement, shall comply with the State Building Rules and Regulations, local ordinances and such other statutory provisions pertaining to this class of work, and such rules, regulations, ordinances and provisions shall be considered a part of specifications, whether specified herein or not.

1) Date of Application _____ Date Approved _____ Date Issued _____

2) Name and address of building contractor: _____

3) Address of Location to be Improved _____ Greenwood, IN
 Lot Number _____ in _____ Subdivision

4) Kind of Permit (circle one):

MHSON Model Home/Sales Office – New (NO FEE)

MHSOR Model Home/Sales Office - Renewal (\$25)

Staff Use	
PERMIT FEE	\$ _____
NO TECH FEE	

**City of Greenwood Subdivision Control Ordinance
 Section 10-502**

- a. Two permits shall be required initially. A standard improvement location (building) permit shall be required in order to construct the dwelling. A conditional model home permit shall be required in order to use the dwelling as a model home/sales office. The standard improvement location permit is a one-time permit. The conditional model home/sales office permit is valid for a period of one (1) year only, but may be renewed on an annual basis.
- b. A model home/sales office shall not be used as a real estate sales office for properties located outside the boundaries of the primary plat of the subdivision in which it is located.
- c. Use of a dwelling as a model home/sales office shall cease at such time as ninety-five (95%) percent of the lots within the boundaries of the primary plat have had dwellings built upon them.
- d. A show model shall not be occupied until the subdivision plat has been recorded.

I have read and understand the ordinance applicable to conditional show model and sales office permits. The above information, to my knowledge and belief, is true and correct:

SIGNATURE OF APPLICANT: _____

SIGNATURE OF BUILDING COMMISSIONER: _____

(or designated representative)