



DEPARTMENT OF DEVELOPMENT SERVICES  
CITY PLANNING DIVISION

Tel. (239) 574-0553  
Fax (239) 574-0591  
P.O. Box 150027  
Cape Coral, FL 33915-0027

**MODEL HOME CONVERSION TO RESIDENCY FORM**

Any residential use of a Model Home site prior to completing the conversion requirements may result in Code action against the property owner.

DATE \_\_\_\_\_

LOCATION: UNIT \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_ ZONING \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

BUSINESS OWNER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ FAX \_\_\_\_\_

Prior to the conversion of a Model Home site to a residence, **PERMITS** must be issued through the Customer Service-Permitting Division and the following steps must be taken:

- \_\_\_\_\_ 1. Removal of paving from parking area (if applicable)
- \_\_\_\_\_ 2. Restoration of Swale Area
- \_\_\_\_\_ 3. Resodding of Lot (If Applicable)
- \_\_\_\_\_ 4. Removal of partition walls & installation of operational garage door (14' x 20' unobstructed area required for a garage)
- \_\_\_\_\_ 5. Removal of sidewalk over septic system drain-bed area per health Department code FAC 10d-6 (if applicable)
- \_\_\_\_\_ 6. Installation of driveway, with hammerhead or turnaround as required

Upon the final inspection of these permits, an Inspection by the City Planning Division is required which will convert the commercial use of the property back to residential. Further, all SIGNS, COMMERCIAL FLAGS AND CONSTRUCTION DEBRIS must be removed from the site prior to a final sign-off by the City Planning Division, which formally completed the Model Home Conversion process. For further questions please call (239) 574-0597 or (239) 573-3077.

\_\_\_\_\_  
Authorized Representative  
(Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

\_\_\_\_\_  
Planning Staff Insp

\_\_\_\_\_  
Health Insp

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Approval  
(Department of Community Development)

\_\_\_\_\_  
Date