



# Conversion of Models/Sales Office

CITY OF HEMET BUILDING DIVISION  
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(951) 765-2475

This handout is designed to help you submit for the conversion of your models and/or sales office back into a home you can sell.

## What permits do I need to obtain for my conversion?

If you are converting your models into homes you will need a permit for each lot. Listed below are the submittal requirements.

If you have a sales office in one of the garage of one of your models, you will need a separate permit to convert it back to a garage. Listed below are the submittal requirements.

## What do I need to submit to the Building Department?

Models:

- One building application per lot.
- Three copies of the precise grade plan per lot.
- Three copies of the elevations per lot.
- Three copies of the floor plan per lot.
- Three copies of a site plan showing the layout of the models

Sales office:

- One building application
- Three copies of garage plan showing all electrical and mechanical.
- Three copies of the house floor plan.

## What is the inspector going to look for?

The inspector will make sure that:

For your models:

- All tract fencing, signs, and flags have been removed.
- All parking areas have been removed.
- A signed final request form showing all developer fees have been paid.

For sales office in garage:

- A solid core door needs to be installed in garage leading into residence. This door must be self closing, self latching.
- Any attic area, over garage, over 30" requires attic access with fire wall.
- All duct work has been removed and capped off in accordance with the California Mechanical Code.
- All firewall penetrations have been re-sealed.
- All garage doors have been installed (re-framed if necessary).
- Parking - a minimum of two (2) covered parking spaces is required - 20' X 20'
- Removal of all partition walls.
- Electrical outlets must be GFI.
- Carpet and/or vinyl floor covering to be removed from garage.

## What inspections will I need?

- There is a Planning inspection required, you can contact them at (951)765-2375 to schedule an appointment.
- You will also need a final inspection by Building Department. The 24 hr. inspection line phone number is (951)765-2428.