

## **Model Home Conversion Permit Submittal**

**Definition:** ***Model Home Conversion:*** A conversion of a house often containing offices or display areas that were previously built as part of a sales campaign for temporary commercial use (to show the design, structure, and appearance of units within the development) into a single-family residence.

Please submit the following documentation through our [online permitting portal](#) to apply for a model home conversion:

**Required Submittal Documents:**

**ENERGOV SUBMITTAL TYPE: RESIDENTIAL BUILDING REMODEL**

1. **Site Plan (Survey). (Only required if flatwork is proposed.)**
  - “BEFORE” plan: clouded site plan showing the area where changes are proposed.
  - “AFTER” plan: clouded site plan showing the area where changes are proposed.
2. **Construction Plan.**
  - “BEFORE” plan: clouded floor plan and electrical plan showing the area where changes are proposed.
  - “AFTER” plan: clouded floor plan and electrical plan showing the area where changes are proposed.

**Specific Requirements:**

1. The model home must have passed its building final a minimum of 1-year prior to the submittal for a model home conversion to a single-family residence.

**Reference Documents (as applicable):**

- 2021 International Residential Code
- 2023 National Electrical Code & Local Amendments
- [Town of Prosper Zoning Ordinance](#)
- [Town of Prosper Planned Development Ordinances](#)
- Subdivision Plat for the property
- [Engineering’s Thoroughfare Design Standards](#) (for drive approach)