



DEPARTMENT OF DEVELOPMENT SERVICES
CITY PLANNING DIVISION

Fax (239) 574-0591
P.O. Box 150027
Tel. (239) 574-0553

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 the Planning Division at (239) 574-0597 or (239) 573-3077.

Authorized Representative
(Print Name)

Signature

Date

OFFICE USE ONLY

Planning Staff Insp

Health Insp

Date

Director Approval
(Development Services)

Date

Revised_09_25_2025 (Subject to Change)