Temporary Sales Office Trailer Checklist

(Temporary Use Permit (TUP) may be required)

- ☐ A completed Building Permit Application

- ☐ Site Plan to include the following: (2 copies)

  1. Location of temporary trailer/modular
  2. Distance from lot lines
  3. Location of portable toilet/refuse containers (if applicable)
  4. Location of generator/electrical source (if applicable)
  5. Show connections to the public infrastructure, such as water and sewer (if applicable)

- ☐ Hold down schedule from trailer manufacturer (2 copies)

- ☐ Construction trailer specifications and/or manufacturer specs (2 copies)

- ☐ Electrical Installation Plans (if applicable, 2 copies)

  1. Type and size of conduit
  2. Type and size of wires being installed
  3. Amperage rating for the electrical service in the temporary trailer
  4. Grounding details

- ☐ Generator Detail – requires separate permits (under 10,000 Watts does not need a permit)
- ☐ ADA compliance

Additional information

1. Separate permit may be required for temporary power

2. The trailer should be located so that conflicts with site construction activities do not occur.

3. Access for emergency response vehicles and personnel to the trailer must be maintained throughout the construction project. The length of electrical service feeds should be minimized and should not interfere with site construction activities.