



BUILDING & SAFETY DIVISION | PLANS AND PERMITS DIVISION
DEVELOPMENT SERVICES CENTER
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CHECKLIST FOR PLAN REVIEW:
TEMPORARY CONSTRUCTION TRAILERS

GENERAL INFORMATION: Building Permits are required for the installation of all temporary construction trailers. Typical construction trailer permits are valid for a period of 6 months. Exceptions are made at the discretion of the Building Official. For all construction trailers exceeding 1,650 square feet or installed for a duration longer than 12 months, or at a distance less than 20 feet from the property line, other buildings, structures and combustibles, an automatic fire suppression system shall be installed.

DOCUMENT SUBMITTAL LIST:

NUMBER OF PLAN SETS: Plan size shall be 18" x 24" minimum, and 24" x 36" maximum. (Note: Text characters shall be at least 1/8" in height and a Scale for all Drawings).

- Three (3) sets of Complete Plans
- PDF Copy of Plans and Documentation on a Disk

TWO (2) SETS OF THE FOLLOWING REPORTS :

- Modular Unit Manufacturer's Specification (2 copies)
- Structural Calculations (if applicable)

FORMS REQUIRED FOR SUBMITTAL :

- Building Permit Application Form
- Owner/Builder Form (if applicable)

CONSTRUCTION TRAILER INSTALLATION REQUIREMENTS TO BE INCLUDED ON PLANS :

- Plot Plan -**
 - Lot Dimensions
 - Parking Layout, including Accessible Parking stalls and Driveway Locations
 - Location and size of Modular Unit
 - Location of site access and temporary fencing
 - Identification of minimum 20 ft wide roadway for emergency vehicle access
 - Location of temporary electrical power poles
 - Location of temporary parking, including one accessible parking stall if construction trailer is used by others not for construction purposes
 - Location of fire hydrant
 - Location of storage area for construction materials
 - Location of site lighting
- Architectural and Floor Plan -**
 - Provide modular unit dimensions, including sizes of conference rooms, office and restrooms
 - Provide restroom details
 - Provide accessible ramp details (if applicable)
- Structural Plan -**
 - Foundation/Pad Details

- Anchorage Details/Method of Attachments