



Build Inside the Triangle™

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## TEMPORARY SALES TRAILER REQUIREMENTS

A building permit is required for the installation of any temporary trailer used for the purpose of Marketing/Sales. Typical sales trailer permits are valid for a period of 180 days, extensions may be granted at the discretion of the Building Official.

Below is a checklist of items that are typically required for the installation of a temporary sales trailer. This checklist should be used as a guide to ensure that you provide a complete permit submittal. Not all items may be applicable to your project. Additional items may be requested as needed based on the project scope. Providing a complete submittal is critical to receiving a thorough plan review and expediting the permitting process.

BUILDING PERMIT PLAN REVIEW ITEMS		
Submittal Item	Required	Completeness Check
<b>Building Permit Application</b>	<b>Yes</b>	<input type="checkbox"/> Completely filled out including owner's info, architect/engineer, & project contact, emails provided for all contacts <input type="checkbox"/> Valuation provided on the form <input type="checkbox"/> Application is signed
<b>Site Plan</b>	<b>Yes</b>	<input type="checkbox"/> Plan is legible showing the layout of the site and trailer location <input type="checkbox"/> All utility connection locations are shown, if applicable. If not using utilities, state "not connecting to utilities" <input type="checkbox"/> Location of temporary electrical power poles or size of generator to be used, if applicable <input type="checkbox"/> Location of fire extinguishers
<b>Floor Plan</b>	<b>Yes</b>	<input type="checkbox"/> Provide floor plan with descriptions of rooms and overall dimensions <input type="checkbox"/> Placard showing HCD Approval
<b>Plumbing/Electrical Plans</b>	<b>Maybe</b>	<input type="checkbox"/> Required if utility connections to the unit are proposed <input type="checkbox"/> Single-line diagram <input type="checkbox"/> Generator specs, if applicable
<b>Foundation System Design</b>	<b>Yes</b>	<input type="checkbox"/> Drawings and specs for foundation system design approved by State of California (must have state stamp) or; <input type="checkbox"/> Drawings and calculations for foundation system designed by CA licensed engineer <input type="checkbox"/> Anchorage details/method of attachments
<b>Ramp &amp; Stair Plans/Details</b>	<b>Yes</b>	<input type="checkbox"/> Prefabricated ramp/stair system specifications provided; or <input type="checkbox"/> Construction plans and details for site-built elements
<b>Accessibility Compliance</b>	<b>Yes</b>	<input type="checkbox"/> Accessibility plans showing path of travel and parking