



## **SALES TRAILERS SUBMITTAL REQUIREMENTS**

1. Is a building permit required for a temporary sales trailer?  
Yes, a building permit is required for all temporary sales trailers and is considered a temporary structure. Such buildings or structures need not comply with the type of construction or fire-resistive time periods required by this code. Temporary buildings or structures shall be completely removed upon the expiration of the time limit stated in the permit.
  
2. What information is required to obtain a building permit for a temporary sales trailer?  
In order to obtain a building permit for a temporary sales trailer you must complete a building permit application form, a sensitive area identification form and submit two sets of drawings with the following information:
  - A. Site Plan
    - Scaled site plan
    - Show the location of the trailer on the property
    - Show the location and dimension of property lines
    - Dimension setbacks from the structure to the property line
    - Show handicap parking and the accessible route of travel
    - Show the location of water and sewer lines (a public works permit is required for sewer or water service)
  
  - B. Foundation Plan
    - Show location, size, and dimension of posts, footings, hold down connections and anchors (specify the make and model of anchor)
  
  - C. Ramp & Landing Plan
    - Provide a floor framing plan
    - Show ramp and landing dimensions and slopes
  
  - D. Floor Plan
    - Show the floor layout, arrangement of walls, windows, doors, bathroom fixtures and mechanical equipment.
    - Specify handrail and accessible requirements

\*Fees will be based on the project valuation. Plan check amount will be due at submittal.