



Building Department
CHECKLIST FOR SALES TRAILER PERMITS

Pre-Approval required by:
Planning Department
Engineering Department

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number, pin number and DPCR#
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Architect/Engineer's information
- Description of work
- Size of trailer
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 copies and a full copy of permit package on 1 USB or flash drive.

- Tie down (anchoring) information.
- Sub-contractor permit applications, if applicable.
- Property survey or site-plan showing the location of the trailer.
- Plans signed and sealed by a licensed Architect/Engineer. (Including but not limited to, floor plan, parking lot details, handicap access, entrance stairs, decks, facades and any other site-built or installed components for the sales trailer.)
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to the Building Department prior to scheduling the first inspection.)
- Permit packet will simultaneously be reviewed by the Fire Department – additional fees will be charged by Fire Department and paid directly to the Fire Department.

NOTES:

- Storage boxes, Conex boxes and PODS cannot be used as a sales trailer.
- If the structure is located in a special flood hazard area (SHFA), the application is subject to a review for flood regulations.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.