



A Tradition of Stewardship
A Commitment to Service

Planning, Building & Environmental Services
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Director

Temporary Trailer Permit Process after a Disaster

Permits for temporary trailers will be issued Monday – Friday 8:00 AM – 12:00 PM and 1:00 PM – 4:00 PM in the Permit Center located at 1195 Third Street, on the second level.

Documents Required: 3 complete sets

- Site Plan: Detailed site plan of the parcel to include the following information:
 - Location of the temporary trailer with dimensions to property lines, setbacks from all structures, streams, streets, wastewater tank and leach lines, well or springs
 - Demonstrate that the trailer will be outside the location of the burn zone and the access to the burn zone clean up area
 - Location of all the utilities and where the connections to the trailer will be located
- Trailer tie-down system such as anchor bolts that can be found at hardware stores.
- Environmental Health requires details of utility connections showing the location of the septic connection and trenching details.

Procedure for processing temporary trailer permits:

1. Customer will be directed to the Pop Up Recovery Center and will sign into the check-in system to apply for a temporary trailer permit, and
2. Building Permit Tech will review their application for completeness and Planning and Environmental Health staff will be called to review the plan, and
3. Planning and Environmental Health will close their workflow folders and call the Building Tech back, and
4. Upon approvals the permit tech will assess and invoice the fees (EH , Placement of trailer, Issuance, General Plan Surcharge, and C.A.S.P Fee), and
5. Permit Tech will stamp sets with Job/Office Set, and
6. Permit Tech will send the customer up to cashier to pay the fees and issue permit and inspection card

Inspections required: Building division will perform inspection to verify all utility connections including sewer connection meets code and tie-downs have been installed. If this is before debris removal has occurred, building division also perform inspection to verify that all utility connections were not damaged by debris removal and are code compliant.