



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 can be handled digitally thru our Express Permit process. If you do not have access to a computer and would like to come into the office they 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. We must adhere to COVID requirements-wear a face mask and mind socially distancing protocol.

Procedure for submitting for a temporary trailer permits:

- 1) Email with the subject line “2020 Fire - temp trailer permit – property address” to buildingsubmittal@countyofnapa.org with a pdf version of:
 - a. [Residential Permit Application](#) completely filled out including the valuations along with signature. The parcel number and ownership shall be for the parcel on which the trailer will be located
 - b. Site Plan: Detailed site plan of the parcel to include the following information:
 - i. Location of the temporary trailer with dimensions to property lines, setbacks from all structures, streams, streets, wastewater tank and leach lines, well or springs.
 - ii. Demonstrate that the trailer will be outside the location of the burn zone and the access to the burn zone clean up area.
 - iii. Location of all the utilities and where the connections to the trailer will be located.
 - c. Trailer tie-down system such as anchor bolts that can be found at hardware stores. Plan indicating what type anchorage system will be used.
 - d. Environmental Health requires details of utility connections showing the location of the septic connection and trenching details. If the property is on a public or private system please contact your servicing district for a will serve letter.
 - e. If the trailer is to be located on a parcel other than your parcel you will need to provide:
 - i. A letter from the Owner of the parcel where the trailer is to be located giving you permission to set your trailer up. Additionally the permit application will have to be in their name and parcel information as this will be the location of the trailer.
 - ii. Signed disclosure form (see below)

- 2) The permit will be created and you will receive an email with your permit number and the total amount due for the permit along with the instructions on how to pay for the permit.
- 3) After fees are paid the permit package and inspection card will be emailed back to you.

** If you are unable to email in the application, you can apply by paper in the office. Please make sure that you provide (3) sets of the required documents detailed above.

9/16/2020

Owner Disclosure

I/We _____ am/are the owner(s) of _____
Owners Name Property Address and Parcel Number
_____ that was destroyed by the wildfire. We are installing a temporary
trailer at _____.
Property Address and Parcel Number

This permit will be valid for one year from the date of issuance and will be removed when the rebuild construction has been completed.

Owners Signature

Date

Owners Signature

Date