

Temporary Trailer after a Disaster Submittal Checklist



This document is a checklist prepared for applicants to use in performing a last-minute review of their Electronic Plan Review submission. Which items you will need depend upon the design of the structure you intend to build.

Incomplete submittals will not be accepted, to avoid delays in processing please verify your submittal package is complete prior to submittal. Please review this document in its entirety, if you have additional questions our staff will be glad to answer them for you.

Items you will need to submit:

- An active citizen portal account on the [Online Permit Center](#).
- All plans sets shall be condensed into one PDF files with **all** pages bookmarked
Supplemental forms and documents may be uploaded as separate PDFs

Submittal documents must meet the requirements of the 2022 California codes (CEC, CRC, CBC, CFC).

Drawings and Documents

All sheets must be uploaded into one PDF file and bookmarked. Naming Standard: plans-date.pdf (i.e plans-06.02.21.pdf)

- Complete Sets of Plans** -Properly formatted and complying with our [Submittal Standards](#)
- Site Plan:** Detailed site plan of the parcel to include the following information:
 1. Location of the temporary trailer with dimensions to property lines, setbacks from all structures, streams, streets, wastewater tank and leach lines, well or springs.
 2. If the property has not been cleared of fire debris demonstrate that the trailer will be outside the location of the burn zone and the access to the burn zone clean up area
 3. 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. Plan indicating what type of anchorage system will be used.
- 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.

Supplemental Forms

All forms are to be uploaded as PDF files.

Naming Standard: supplemental-date.pdf (i.e supplemental-06.02.21)

- Signed disclosure form (see below)

Your project may require some or all the additional documents listed below.

- Agent Authorization Form



Owner Disclosure Form

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