



April 26, 2006

**Procedure for Temporary Trailer Permits
(Mobile Office/Storage/Home)
Sec 9-18 Sec 114.3.2 CB Page 250 Code of Ordinance**

1. A standard building permit application is to be filled out and submitted along with four copies of the site plan drawing indicating the size and location of the trailer on the property. In addition, a letter from the applicant describing the use of the trailer and the length of time it will be on the site. The site plans are to be drawn on 8 ½" x 11" or 8 ½" x 14".
2. All plans are to reviewed and signed by the Zoning Bureau and the Fire Marshall.
3. One copy of the application and approved site plan shall be forwarded to the Director of Public Service with a letter from the building division for his submission to the City Council.
4. Upon receiving City Council approval, the building permit may be issued.
5. Fees to be paid at the time of permit issuance. For temporary trailers, the fee is \$200.00 for the building permit. For mobile homes, the fee is \$200.00 for the building permit.