



**Building Department**  
**CHECKLIST FOR CONSTRUCTION/SALES TRAILER PERMITS**

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

- For office use only - Permit number and pin number, C# if applicable
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Architect/Engineer's information
- Description of work
- Size of trailer
- Type of trailer
- Will the trailer have any of the following
- Sub-permits, if applicable
- Valuation
- Notarized Contractor/Homeowner builder signature

**PLANS AND DOCUMENTS** – Provide 2 copies:

- Planning & Zoning approval, Fire Marshall form and floor plan, if the permit request is for a sales trailer.
- 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, handicap access, entrance stairs, decks, facades and any other site-built or installed components for the sales trailer.)
- In addition to paper copies, one complete set of plans must be submitted electronically (i.e. on flash drive or disk). Must be submitted as one single file, not multiple pages.
- Utilities Department approval, if plumbing or sewage will be connected.
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)

**NOTES:**

- Storage boxes, Cones boxes and PODS are not considered a sales trailer.

***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.***