



## Temporary Trailers

Field Office, temporary, means a structure or shelter used in connection with a development or building project for housing on-site temporary administrative and supervisory functions and for sheltering employees and equipment

Sales trailer, temporary, means a mobile office trailer used while model homes are being constructed

### Generally (all trailer types) -

1. Any temporary building must have ground anchors for every ten feet of the length of the building.
2. Any temporary building must have skirting around the perimeter to conceal any space between the bottom of the building and grade.
3. Any temporary building must be located in a subdivision, on a platted lot, behind the required front yard, must meet the side and rear yard setbacks of the lot, and not be located within any easements.
4. Location and landscaping plans for a proposed temporary building must be approved by the building official or designee.
5. A temporary three-foot wide sidewalk is required from any temporary building to the curb.
6. Temporary buildings must meet all applicable requirements of Texas Accessibility Standards (TAS) and the Americans with Disabilities Act (ADA).
7. Building permit fees, as listed in Appendix A of this Code, plus any necessary utility connection fees, shall be paid.
8. A temporary building shall not be used for living or sleeping purposes.
9. Temporary buildings must be kept clean and free of trash and debris at all times.

### Sales Trailer -

1. A temporary permit allowing residential sales from a mobile office trailer shall be valid until the issuance of a certificate of occupancy for a model home, or for 120 days, whichever comes first. No extensions will be issued.
2. A building permit must be issued for the model home at the time of the temporary permit for the trailer.
3. The contractor must own buildable lot(s) and have active permit(s) in the subdivision.
4. At a minimum, the front of the temporary trailer must be landscaped with

08/17/2020

foundation plantings to conceal any skirting, and the front yard must be grassed.

5. Off-street parking of an all-weather surface shall be provided at a minimum rate of two spaces per proposed trailer, on the same side of the street as the models.
6. No permit shall be issued for a temporary residential sales trailer within a platted subdivision if any building permit has previously been issued within such subdivision, exclusive of model home permits.
7. No outside storage or other buildings are allowed.

#### **Field Office, Temporary (construction trailer) -**

1. A temporary field office permit will expire after one year but may be extended with approval from the Building Official.
2. The contractor is required to move the field office within 30 days upon a request from the Building Official due to complaints.
3. Any proposed outside storage or fencing must be identified and approved at the time of permitting.
4. A non-residential temporary field office must be removed prior to the approval of a certificate of occupancy.”

#### **Documents required for permit submittal**

##### **Residential:**

1. Site plan of the property showing the proposed location of the trailer and showing setbacks to front, side, and rear property lines
2. Elevation drawing of the trailer showing the following:
  - a. Trailer has ground anchors every 10’
  - b. Trailer has skirting around trailer to conceal undercarriage
  - c. Trailer is landscaped
3. Any off street parking must be approved
4. Fees: \$100.00 building permit fee plus any necessary utility connection fees
5. If a water meter is to be set, water and sewer impact fees (if applicable) will be paid at time of permit issuance. Road impact fees are charged when a house permit is issued.

##### **Commercial:**

1. Site plan of the property showing the proposed location of the trailer and showing setbacks to front, side, and rear property lines
2. A letter agreeing to move the trailer within 30 days upon a request from the Building Official due to complaints
3. Elevation drawing of the trailer showing the following:

08/17/2020

- a. Trailer has ground anchors every 10'
  - b. Trailer has skirting around perimeter to conceal undercarriage
  - c. Trailer is landscaped
4. Any off street parking must be approved
5. Outside storage/fencing must be approved at time of permitting
6. Fees: \$100.00 building permit fee plus any necessary utility connection fees
7. If water and sewer are connected, inspections are required and all contractors must be registered
8. The construction trailer must be removed prior to approval of a Certificate of Occupancy

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