



**San Bernardino County  
Land Use Services Department  
Building and Safety Division**

**San Bernardino: (909) 387-8311**

**Hesperia: (760) 995-8140**

**NATURAL DISASTER TEMPORARY USE PERMIT  
RECREATIONAL VEHICLE OR TRAILER**

<http://cms.sbcounty.gov/lus/BuildingSafety.aspx>

**TEMPORARY RESIDENTIAL QUARTERS:** A recreational vehicle or travel trailer occupied as residential quarters on a temporary basis by an individual rebuilding a damaged or destroyed structure as a result of a natural disaster This permit is valid for 180 days.

**Fees:**

Application Fee for Temporary Use Permit	\$ 220.00
RV or Trailer Setdown Fee	\$ 110.00
<b>Total Initial Fee</b>	<b>\$ 330.00</b>

<b>Temporary Power Pole</b>	<b>\$ 184.00</b>
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**GENERAL PROCEDURES**

1. This application consists of two parts. The first part is the submittal of the application to allow the temporary use and the second part is the installation of the unit on the site (setdown) and/or temporary power inspection, if needed. Placement of the unit on the site may NOT occur until after the Temporary Use Permit application has been approved. No occupancy or use of the structure is permitted prior to final inspection of the setdown.
2. **FINAL INSPECTION:** Final inspection of the temporary structure to include electrical hook up and sewer/water connections if unit has plumbing facilities.
3. **PERMIT EXPIRATION:** The permit will automatically expire and will remain invalid, unless a building permit for the construction of the permanent structure is applied for and a request for an extension of the temporary use permit is received within 180 days of the date of issuance.
4. **PERMIT RENEWAL:** A one-time extension of 12 months may be granted as long as the permanent structure's permit is valid and the inspection process is being adhered to. However, a request must be provided in writing 14 days before the expiration of the permit.

**FAILURE TO REMOVE THE UNIT AT THE END OF THE APPROVED TIME PERIOD WILL RESULT IN LEGAL ACTION TO REMOVE THE UNIT.**

## **CHECKLIST OF SUBMITTAL MATERIALS**

Please use this checklist as you assemble the materials for the submittal of your application. County staff will use the checklist to determine whether your application is acceptable for submission. **If your submittal package does not contain all of the information listed below, your application will not be taken in and receipted for processing.** If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the appropriate Building and Safety Office at the number listed at the top of the application.

### **Section A – Fees**

1. \_\_\_\_\_ Check or money order made payable to “San Bernardino County” in the correct amount as outlined in the table on page 1.

### **Section B - County Documents**

2. \_\_\_\_\_ Completed Application Form.

### **Section C - Other Documents**

3. \_\_\_\_\_ One copy of a plot plan. Please refer to the plot plan Checklist for additional information.
4. \_\_\_\_\_ One copy of the current California DMV registration for the RV/trailer.
5. \_\_\_\_\_ If the unit is self-contained and connection to the existing sewage disposal system is not possible due to project configuration or terrain, a copy of a pumping contract may be provided in lieu of connection to the system.

**Section D – Plot Plan:** Use the following checklist to be sure that your plans include all of the required elements. The plot plan is a drawing, , on one sheet of paper (minimum size of 8½” x 11”). Remember that the staff is not familiar with the property and will need this information to evaluate your project. **If the plans are not legible or do not contain the information listed below, your application will be returned.**

1. \_\_\_\_\_ Names, address and telephone number of the owner of record, and/or applicant.
2. \_\_\_\_\_ Assessor's Parcel Number (if available) of the property involved.
3. \_\_\_\_\_ North Arrow.
4. \_\_\_\_\_ Location and names of streets abutting the property, as well as driveway location.
5. \_\_\_\_\_ Property lines or boundary of project.
6. \_\_\_\_\_ Location and use of all existing buildings and proposed location of RV/trailer.
7. \_\_\_\_\_ Location of Septic tank, leaching field or sewer connection, propane tank, gas line and water well or water service connection.



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**NATURAL DISASTER TEMPORARY USE PERMIT APPLICATION FORM**  
**RECREATIONAL VEHICLE SITE OR TRAILER**

Complete all sections of this application. If you believe a question does not apply, mark it "N/A". Do not leave any blank spaces. If you have any questions about items requested on this form, please call Building and Safety at the appropriate office listed at the top of the cover page.

**Application Type:**

☐ Temporary quarters while building permanent residence (RV/Trailer)

**Section 1 - Applicant Data.** (This is the person who the county will contact regarding this application).

Applicant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ FAX No. \_\_\_\_\_ E-Mail \_\_\_\_\_

**Section 2 – Property Owner Data** (If same as above check ☐)

Property Owner Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ FAX No. \_\_\_\_\_ E-Mail \_\_\_\_\_

**Section 3 – Property Data**

1. Assessor's Parcel Number (APN): \_\_\_\_\_ Tract \_\_\_\_\_ Lot \_\_\_\_\_

Job Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

**Section 4 – Description of RV/Trailer**

1. Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Size: \_\_\_\_\_ sq. ft. Number of Occupants: \_\_\_\_\_

For RV/travel trailer, attach copy of DMV registration

Utilities:

2.

A. Sewage Disposal:

☐

Public Sewer

Name of Serving District: \_\_\_\_\_

☐

Private Disposal Type \_\_\_\_\_

Note: Private Disposal must be approved by Environmental Health Services and Building and Safety. If unit is self-contained, please provide a copy of the pumping contract.

B. Water Source:

☐

Water Company: \_\_\_\_\_

☐

Well

☐

Water Tank

Note: Water provisions other than Public Water require Environmental Health Services approval.

**STATEMENT OF NEED/QUALIFICATION FOR TEMPORARY USE PERMIT AND STRUCTURE:**

I, \_\_\_\_\_, intend to use the temporary unit for the following purpose:

\_\_\_\_\_

I intend to use the structure and Temporary Use Permit until: (date) \_\_\_\_\_

The temporary structure/trailer will be removed by the following method:

\_\_\_\_\_

**UPON COMPLETION OF THE PROJECT AND/OR EXPIRATION OF THE PERMIT, I WILL REMOVE THE STRUCTURE AND CEASE OCCUPANCY OF THE UNIT. I UNDERSTAND THAT MY TEMPORARY USE PERMIT SHALL BECOME NULL AND VOID AFTER 180 DAYS IF NO EXTENSION IS GRANTED, UPON COMPLETION, EXPIRATION OR CANCELLATION OF MY BUILDING PERMIT, FOR VIOLATIONS OR NON-COMPLIANCE WITH CONDITIONS SET FORTH IN APPROVING THE PERMIT, OR ANY EXTENSION THEREOF HAS ELAPSED.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\* BUILDING AND SAFETY USE ONLY \***

TEMPORARY USE PERMIT# \_\_\_\_\_

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ DATE: \_\_\_\_\_

FINDINGS FOR APPROVAL OR DENIAL:

\_\_\_\_\_

\_\_\_\_\_

DISTRIBUTION:  
Original to Remain With Application  
Copy to Fiscal Section  
Copy to Applicant

**Sample Plot Plan:**

- Size: No smaller than 8.5"x11"
- North Arrow
- Proposed RV/Trailer
- Location of septic tank, leaching field or sewer connection, propane tank, gas line and water well or water service connection
- Owner name
- County road and Sewer company name

