



Land Use Services Department Building & Safety Division

TEMPORARY USE PERMIT TEMPORARY NON-RESIDENTIAL STRUCTURES

TEMPORARY NON-RESIDENTIAL STRUCTURE: The purpose and use of this structure is to provide temporary non-residential structures for use as office, retail, meeting, assembly, wholesale, manufacturing and/or storage space for commercial, commercial agricultural, industrial or institutional use. Building and Safety may approve this application only after Planning has approved a project and a temporary use structure is needed. Such structure shall only be a temporary substitute until permanent structures can be built or until a short-term need has been satisfied. (Examples: Temporary business office trailer, temporary post office, temporary church, etc.)

Fees:

Application Fee for Temporary Use	\$ 255.00
Commercial Manufactured Unit Plan Review Fee	\$ 243.00
Commercial Manufactured Unit Setdown Fee	\$ 510.00
Total Initial Fee	\$1008.00

Annual Renewal	\$ 220.00
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GENERAL PROCEDURES

1. A Temporary Use Permit application and construction plans must be submitted and both approved prior to issuance of a setdown permit. The construction plans may be submitted concurrently with the Temporary Use Permit application. Upon approval, the Temporary Use Permit plot plan will be forwarded to the Plan Review Section of Building and Safety to be combined with the structural construction plans. Upon approval of the construction plans, the applicant/owner will be notified by the Plan Review Section for permit issuance.

Placement of the structure on the site may not occur until after the Temporary Use Permit has been approved and the Setdown Permit issued. Placement of the structure on site prior to permit issuance may result in Penalty Fees and Enforcement Action.

2. FINAL INSPECTION: Final inspection to include electrical hook up, gas lines, and sewer/water connections. Fire District, Environmental Health Division, and Public Works Department approvals, if required, must be obtained **before** requesting Building and Safety Division final.
3. PERMIT EXPIRATION: The permit will automatically expire and will remain invalid if inspection is not called for within 180 days of the date of issuance.

The Temporary Use Permit for which the use was approved shall become invalid upon completion, expiration or cancellation of the building permit for which the use was approved. In no case shall the Temporary Use Permit be valid for a period of time to exceed **FIVE (5) YEARS** from the date of its original issuance. The Temporary Use Permit may be canceled for non-compliance with the conditions set forth in approving the permit and/or as specified in the County Development Code.

4. PERMIT RENEWAL: The Temporary Use Permit is issued for a period not to exceed twelve (12) months. If the unit still qualifies for a temporary use, a Renewal Permit must be applied for prior to the expiration date. It is the owner/applicant's responsibility to notify Building and Safety of their intent to extend the permit or cease occupancy of the unit.
5. Prior to approval of the final construction project, recreational vehicles/travel trailers must be disconnected from utilities and temporary mobile office trailers must be removed from the property.

FAILURE TO RENEW THE TEMPORARY USE PERMIT OR 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 C1 - Other Documents (If a Commercial Coach, go to Section C2 below)

3. _____ One copy of a Plot Plan. Please refer to the Plot Plan Checklist for additional information.
4. _____ One copy of “Will-Serve” letters from the water department and sewer district, if applicable. If the unit is self-contained and connection to the 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.
5. _____ If RV or travel trailer, one copy of the current California DMV registration for the unit.
6. _____ Manufactured Home Construction Plans may be submitted concurrently. See Construction Plan Checklist.
7. _____ If the Current Planning Division has reviewed the project, one copy of the conditions of approval and one copy of the approved plot plan.
8. _____ Submit a letter of intent clearly indicating the intended use of the building for all areas of the building.

Section C2 – Plan Review Requirements for Commercial Coaches (Skip of Section C1 applies)

3. _____ Two complete sets of the Coach Plans stamped by the State of California. Any required alteration or modification to the coach will require State plan approval. In lieu of the State approval, request full compliance with all adopted and mandated code requirements for regular commercial buildings.
4. _____ The plans must indicate the Occupancy group which must be consistent with the permit application and coach insignia.

5. _____ Two complete sets of Engineered Foundation Plans including decks, ramps and covered structures. The assumed live loads must be the same as in the stamped floor plan.
6. _____ Two Plot Plans. Please refer to the Plot Plan Checklist for additional information.
8. _____ For previously occupied coaches, a relocation inspection report may be required.

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, to scale, 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 record owner, applicant and the person preparing the map (if different than owner).
2. _____ Legal description and Assessor's Parcel Number of the property involved.
3. _____ North point, date of drawing and engineer's scale (suggest 1:20).
4. _____ Location, width and names of streets and recorded easements on property. Locate all existing and proposed road improvements and driveway locations.
5. _____ Dimension of property lines or boundary of project.
6. _____ Location, size and use of all existing and proposed buildings, including dimensions, square footage, distance from property lines and building separations.
7. _____ Indicate the present land use of all surrounding property.
8. _____ Show parking spaces in detail (each space to be 9' X 19'). Refer to the County Development Code for detailed information regarding parking requirements for your use and for disabled access requirements. Show paving or surfacing as required by the Development Code.
9. _____ If required, show loading zone space(s) at 10' X 20'.
10. _____ Indicate any unusual drainage or hilly terrain that might affect the building site, parking area or access by flowline arrows and contour lines.
11. _____ Vicinity map.
12. _____ If signs are proposed, plot their location on the site and include a side elevation showing the face dimensions, overall height and height above grade from bottom of sign.

Section E – Construction Plan Checklist: Submit the following for review:

1. _____ Two (2) complete sets of plans including the installation manual, state approved or engineered setdown pier placement plan, tiedown specifications and floor plan.
2. _____ Two (2) Plot Plans (see plot plan checklist for requirements).



Land Use Services Department

Building & Safety Division

TEMPORARY USE PERMIT APPLICATION FORM

TEMPORARY NON-RESIDENTIAL STRUCTURE

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: (Check one)

- Temporary Construction Office
- Temporary Business Office (Type of Business) _____
- Other (Describe) _____

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 Temporary Structure

1. Year: _____ Make _____ Model: _____

Serial Number: _____ Size: _____ sq. ft. Number of Occupants: _____

Check one: Mobile Office Vehicle Commercial Coach Other (Type) _____

