



Land Use Services Department Building & Safety Division

TEMPORARY USE PERMIT TEMPORARY RESIDENTIAL QUARTERS

TEMPORARY RESIDENTIAL QUARTERS: A manufactured home used as residential quarters on a temporary basis by an individual constructing the first residence on the property. Applicants must have a permit issued for the construction of a residence prior to the approval of the Temporary Use Permit.

Fees:

Application Fee for Temporary Use	\$ 255.00
Manufactured Home Plan Review Fee	\$ 429.00
Manufactured Home Setdown Permit Fee	\$ 324.00
Total Initial Fee	\$1008.00
Annual Renewal	\$ 220.00

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 is the installation of the unit on the site (setdown). Placement of the unit on the site may **NOT** occur until after the Temporary Use Permit application has been approved, Plan Review approved and the Setdown Permit has been issued. No occupancy or use of the structure is allowed before final inspection. The structure permitted shall provide evidence of approval by the state division of housing as prescribed in the California Health Safety Code or the Federal Department of Housing and Urban Development.
2. FINAL INSPECTION: Final inspection of the manufactured home is to include electric, gas, sewer and water connections.
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 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 C - Other Documents

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. _____ Manufactured Home Construction Plans may be submitted concurrently. See Construction Plan Checklist.

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.
9. _____ Indicate any unusual drainage or hilly terrain that might affect the building site, parking area or access by flowline arrows and contour lines.
10. _____ Vicinity map.
11. _____ All structures and parking to conform to required setbacks.

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) Site Plans (see plot plan checklist for requirements).

TEMPORARY USE PERMIT APPLICATION FORM
TEMPORARY RESIDENTIAL QUARTERS

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.

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 Name Owner _____

Mailing Address _____

City _____ Zip _____

Phone _____ FAX No. _____ E-Mail _____

Section 3 – Property Data

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

Job Address _____

City _____ Zip _____

Section 4 – Description of Manufactured Home

1. Year: _____ Make: _____ Model: _____

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

2. Utilities: _____

A. Sewage Disposal:

Public Sewer
Name of Serving District: _____

Private Disposal Type _____

