



EZOP Building & Safety Checklist TEMPORARY STRUCTURE PERMIT *Information Sheet*

GENERAL INFORMATION

As provided in the San Bernardino County Development Code Title 8, Division 4, Temporary Structures and Temporary Use Permits (TUP) may be issued for:

1. **TEMPORARY RESIDENTIAL QUARTERS:** A recreational vehicle or travel trailer occupied as residential quarters on a temporary basis by an individual constructing a residence on a property. Applicant must have a permit issued for the construction of a residence prior to the approval of the Temporary Structure Permit.
2. **TEMPORARY MOBILE OFFICE TRAILERS:** Office trailers (single-section unit only) used temporarily as a construction office while construction is occurring on a property. Applicant must have an active construction permit for a project prior to the approval of a Temporary Structure Permit.
3. **TEMPORARY SECURITY QUARTERS:** Residential quarters (single-section unit only) occupied by security personnel engaged in the short-term protection of a legally established and permitted commercial, commercial agricultural, industrial or institutional use; or for construction projects which have an active construction permit.
4. **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 the Planning Division has approved a Temporary Use Permit for the proposed structure. Such structure shall only be a temporary substitute until permanent structures can be built or until the short-term need has been satisfied. (Examples: Temporary business office trailer, temporary post office, temporary church, etc.) For more information please visit http://www.sbcounty.gov/uploads/lus/Handouts/TemporaryUsePermit_InformationSheet.pdf.

FEES

INITIAL APPLICATION FEE: \$279.00 - plus one of the below fees depending on the type of project.

INTAKE FEE: \$57

TEMPORARY RV: \$242.00

TEMPORARY MOBILE OFFICE / SECURITY QUARTERS TRAILER: \$242.00

COMMERCIAL COACHES / MANUFACTURED UNITS: \$559.00

ANNUAL RENEWAL: \$242.00



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PROCEDURES

1. Submit EZOP application at the following website: <http://wp.sbcounty.gov/ezop/>. Fees will be invoiced once it has been determined that all required documents have been submitted.
2. For non-residential applications, a plans examiner will review application submittal and notify you of any corrections and or additional items needed.
3. Once application is deemed complete, the permit will be issued.

The following minimum standards are established for any temporary structure:

1. **Placement.** Placement of the structure on the site may not occur until the companion Building Permit has been issued, a Temporary Structure Permit has been approved and the Setdown Permit has been issued (for manufactured units). 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 inspection.
3. **Time limitation.** The Temporary Structure Permit is issued for a period not to exceed twelve (12) months. If the unit still qualifies as a temporary structure, a Renewal Permit, for an additional twelve (12) months must be applied for prior to the expiration date. In no case shall the Temporary Structure Permit be valid for a period of time to exceed **FIVE (5) YEARS** from the date of its original issuance. The Temporary Structure Permit may be cancelled for non-compliance with the conditions set forth in approving the permit and/or as specified in the County Development Code. 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.
4. **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.

SUBMITTAL MATERIALS CHECKLIST – RESIDENTIAL

- 1. Site/Plot Plan
- 2. If RV or trailer, submit one copy of the current California DMV registration for unit.
- 3. If self-contained unit, a copy of the pumping contract for sewage disposal.
- 4. A copy of "Will-Serve" letters from the water department and sewer district, if applicable.

SUBMITTAL MATERIALS CHECKLIST – NON-RESIDENTIAL

- 1. Items 1-4 listed above from the Residential Submittal Materials Checklist required.
- 2. Submit Letter of Intent clearly indicating the intended use of the building for all areas of the building.
- 3. Submit 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. Submit Engineered Foundation Plans including decks, ramps and covered structures. The assumed live loads must be the same as in the stamped floor plan.