



Building & Safety Division

Community Development Department
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Temporary Manufactured Trailers Submittal Guidelines

SUBMITTAL REQUIREMENTS: TEMPORARY MANUFACTURED TRAILERS

GENERAL INFORMATION: Building Permits are required for the installation of all temporary manufactured trailers. Typically manufactured trailer permits are valid for a period of 6 months. Exceptions are made at the discretion of the Building Official. For all construction trailers exceeding 1,650 square or installed for duration longer than 12 months, or at a distance less than 20 feet from the property line, other buildings, structures and combustibles, an automatic fire suppression system shall be installed.

DOCUMENT SUBMITTAL LIST:

NUMBER OF PLAN SETS: Plan size shall be 18" x 24" minimum, and 24" x 36" maximum. (Note: Text characters shall be at least 1/8" in height and a Scale for all Drawings).

- Three (3) sets of Complete Plans

TWO (2) SETS OF THE FOLLOWING REPORTS:

- Modular Unit Manufacturer's Specification (2 copies)
- Structural Calculations for Seismic restraint

FORMS REQUIRED FOR SUBMITTAL:

- Building Permit Application Form
- Owner/Builder Form (if applicable)

TEMPORARY TRAILER INSTALLATION REQUIREMENTS TO BE INCLUDED ON PLANS :

Plot Plan -

- Lot Dimensions
- Parking Layout, including Accessible Parking stalls and Driveway Locations
- Location and size of Modular Unit
- Location of site access and temporary fencing
- Identification of minimum 20 ft wide roadway for emergency vehicle access
- Location of temporary electrical power poles
- Location of temporary parking, including one accessible parking stall if construction trailer is use by others not for construction purposes
- Location of fire hydrant
- Location of storage area for construction materials
- Location of site lighting

Architectural and Floor Plan -

- Provide modular unit dimensions, including sizes of conference rooms, office and restrooms
- Provide restroom details
- Provide accessible ramp details (if applicable)

Structural Plan -

- Foundation/Pad Details
- Anchorage Details/Method of Attachments

INSPECTION CHECKLIST

HAVE THE PERMIT(S), APPROVED PLANS AND REQUIRED DOCUMENTATION AVAILABLE

Accessibility General Requirements

- Signage as required.
- Accessible parking.
- Path of travel from handicapped parking space to trailer.
- Accessible ramp. Exception: State approved steel ramp or recessed (below grade) installation
- Accessible restroom facilities. If restrooms are not located within the trailer (must be within 200' of trailer and accessible path of travel.)
- Accessible path of travel from public way.

Accessible Exterior Door Landing

- When door swings onto landing provide 42" Min. plus door width by 60" min Deep and 24" min. clearance on strike side of door.
- When the door does not swing onto landing provide 60" min. width by 60" min. depth.

Structural Inspection for Modular Structures

- Contractor shall torque all anchor/expansion bolts per approved plan specifications in the presence of City Inspector.
- Marriage line/bolt inspection
- Helical anchors and jack stands per plan /structural specification. Jacks and holdowns shall be state approved or listed.

Miscellaneous

- Address shall be visible from street.
- Trailer(s) location: Verify set back requirements.
- Location of temporary access and parking.
- Distance and location of existing fire hydrants.
- Stairs and handrails/guards. (Exception: State approved steel stairs/guards)
- Verify tag on trailer identifying the occupancy group. (Must be attached to metal and accessible for inspection)
- Verify load rating of all support devices.
- Verify that temporary construction signs, banners (or similar) comply with City of Palo Alto ordinances (this should be stated on plans.)
- Irrigation and planting per plan.
- Verify proper fencing and tree protection if required.

Electrical (Electrician shall torque all connections to manufacturer's specifications during inspection.)

- Bond module to module
- Temporary power:
- Electrical service: Main and subs Verify proper grounding.
- Verify equipment is rated for the fault current available from utilities transformer.
- Verify A/C unit breaker corresponds with name plate rating.

Water & Sewer

- Sewer: Verify size and point of connection.
- Water: Provide backflow preventer.