Public Works
Building Inspection
311 Vernon Street
Roseville, California 95678-2649
916.774.5332 fax 916.774.5394

TEMPORARY SALES TRAILER APPLICATION

General: Requests for temporary sales trailers, which comply with the standards identified in City's Zoning Ordinance Section 19.64.050, are permitted temporary uses. Temporary Sales Trailers that do not comply with the standards of RMC Section 19.64.050, require approval of an Administrative Permit. Requests for sales trailers are reviewed by several City Departments to determine conformance with the Zoning Ordinance, Construction and Improvement Standards, and Building Code requirements. Each Department's processing time is dependent upon the status and completion of subdivision improvements.

Development Standards: Requests for temporary sales trailer are reviewed for compliance with the Model Home Complex and Temporary Sales Trailer standards included in this application as ***"Plan Check Checklist"***. The provisions listed are required to be incorporated into your Building Permit plans. (Prior to the construction/installation of a temporary sales trailer, a building permit from the Building Division is required). Upon completion of the temporary sales trailer, it is the applicant's responsibility to contact the individual departments listed under ***"Inspection Checklist"*** contained in this application. The City departments listed are required to sign-off on the building permit inspection card prior to issuance of a temporary final from the Building Division.

PROPERTY OWNER (PRINT OR TYPE)

Name _____ **Signature** _____ **Date** _____

Address _____ **Daytime Phone** _____

APPLICANT (PRINT OR TYPE)

Company Name _____ **Daytime Phone** _____

Address _____

Name _____ **Signature**

Subdivision name and lot numbers

_____

_____

_____

Site addresses _____

_____

_____

_____

Following to be completed by City Staff:

CWJ #: _____ SUBD Code: _____ SP Area _____ SP Parcel _____

Planning & Redevelopment Inspection Required? Yes ☐ No ☐

If you have questions, call the Building Inspection Division at (916) 774-5332 (California Relay Service 1-800-735-2929). Staff are available at 311 Vernon Street, Roseville, CA 95678.

Temporary Sales Trailer
Building Permit Submittal and
Development Department Inspection Checklist

Building Permit Submittal Requirements: The following items are required to be provided at the time of building permit submittal.

SUBMIT EIGHT (8) COPIES OF THE FOLLOWING ITEMS FOR TEMP. SALES TRAILER PERMIT

Site Plans shall indicate the following:

- ❑ Drawn to an appropriate scale (no smaller than 1" = 20')
- ❑ Name of Subdivision and street names
- ❑ The location and surrounding lots used for the sales trailer location
- ❑ Dimensions of all property lines with a north arrow
- ❑ Distances to all property lines and other structures on the same lot from the sales trailer
- ❑ Location of all easements and required setbacks
- ❑ Parking layout. If parking is on the street, show where accessible spaces can be accommodated
- ❑ Show location of accessible restroom, if not within the sales trailer (*must be within 200' of sales trailer*)
- ❑ Show an accessible path of travel from handicapped parking space to and into the sales trailer
  (Show all slopes, cross-slopes, parking space width, pathway width, pedestrian ramps, curb ramps, handrails, signs, detectable warnings or speed limit signs or equivalent)
- ❑ Show an accessible path of travel from the sales trailer to the accessible restroom, if not within the sales trailer. *(showing same as above)*
- ❑ Show location of sales trailer, all ramps, decks and stairs into the sales trailer
- ❑ Show location of the separate and individual utility connections to each sales trailer, lot(s), or landscape areas.
- ❑ Show location of any protected oak trees
- ❑ Provide a vicinity map
- ❑ Provide a summary of project statistics including zoning, square footage by use and parking required and provided
- ❑ Show location of any electrical transformers, fire hydrants, etc.
- ❑ Irrigation and Planting Plans

Sales Trailer Information/Forms to be included with submission: *(All state approved packages must match what is shown on the site plan)*

- ❑ It is recommended that the model home building applications be submitted at the same time as the sales trailer plan. (Refer to the Pre-Mastered Policy handout for submittal requirements)
- ❑ Foundation/Support for the sales trailer (same length and width as the sales trailer)
  (State approved system with current wet stamp for plans or a complete structural design with plans and calculations. Seismic Design D (see CBC Class 1613.5.2 - Tables 1613.5.6 {1 & 2}), wind 85 mph – see CBC Table 1609.3.1)
- ❑ Foundation and framing for deck/ramp/stair (structural design needed if not state approved design)
  (State approved system with current wet stamp for plans or a complete structural design with plans and calculations)
- ❑ Floor Plan of sales trailer, identifying:
  Room uses
  Doors and swing of doors
  Restroom facilities (if located in sales trailer)
  Location of sales trailer address (visible from the street)
  Location of required fire extinguisher (2A-10B:C)
- ❑ Sewer, water, electrical *(Indicate size and point of connection, provide backflow device at water, show location and indicate if using a generator or service drop)*
- ❑ Floor Plan of accessible restroom
- ❑ Signed Water Efficient landscape Requirements certificate (See attachment 1)
- ❑ One (1) Copy of approved subdivision "Conditions of Approval"

Fees:

- ❑ Construction value is required for Building Plan Check Fee to be determined – due at time of application
- ❑ $70.00 Planning Fee – due at time of application
- ❑ $1.00 Building Standards Fee – due at time of application

Plan Check Checklist: The following items are to be addressed on the plans submitted for building permit plan check, and prior to the development departments releasing the plan check issuance of the building permit. For questions to each individual department's standards, each department may be contacted at the telephone number listed below.

Fire Department – (916) 774- 5800: The Fire Department will need to be contacted to field test fire flows and verify access roads.

- ❑ A water supply capable of providing a fire flow of *1,500* gallons per minute with 20-PSI residual remaining in the system is required for fire suppression.
- ❑ Fire apparatus access roads shall be provided in accordance with Sections 901 and 902.2 for every building, or portion of a building constructed when any portion of the exterior wall of the first story is located more than 150-feet from fire apparatus access as measured by an approved route around the exterior of the building. Said fire apparatus access road shall be designed and maintained to support the imposed load of fire apparatus (68,000 pounds GVW), and shall be provided with *an AC pavement surface*.
- ❑ Fire apparatus access roads shall have an unobstructed width of not less than 20-feet and an unobstructed vertical clearance of not less than 13-feet, 6-inches. Gates located across fire apparatus access roads shall be provided with an approved Knox padlock and chain for Fire Department access.
- ❑ Entrances to roads that have been closed with gates shall not be obstructed by parked vehicles.
- ❑ Fire hydrants shall be operable and accessible to Fire Department apparatus by roads meeting the requirements of Roseville Fire Code Article 87 prior to bringing combustible materials onto the project site.

Engineering (Field Inspection) – (916) 746-5441

- ❑ The subdivision improvement plans shall have been approved by the Department of Public Works, Engineering Division. The developer shall conform, to the satisfaction of the City Engineer, with Section 18.20.210 of the Subdivision Ordinance entitled "Exception for Model Home Building Permits" and the City's Construction Standards Section 21-4. Note: Access to model home complex shall be paved with asphalt concrete per the approved plans and in accordance with Fire Department #2 requirement as identified above, which shall supersede the first paragraph of 21-4F of the Construction Standards.

Planning and Redevelopment – (916) 774-5276

- ❑ Model home complexes/temporary sales trailers shall comply with the approved Conditions of Approval for the subdivision in which they are located and for sale.
- ❑ A paved off-street parking lot including two (2) spaces per model home unit/sales trailer, handicapped parking consistent with Title 24 of the Uniform Building Code, and landscaping shall be provided. <u>OR</u> On-street parking may be utilized where it is demonstrated that two (2) spaces per model home/sales trailer can be accommodated immediately in front of the model home complex/temporary sales trailer, no parking spaces will be located in front of an occupied residence.
- ❑ Landscape and irrigation plans shall comply with the Water Efficient Landscape Requirements (WELR). Evidence of compliance shall be provided in the form of a WELR certificate. No irrigation shall cross property lines.
- ❑ The model home complex/temporary sales trailer is approved for sales of units within the subdivision in which the complex/trailer is located, only

Building Division – (916) 774-5332

- ❑ An 'exterior routes of travel' site accessibility plan incorporating slope, cross-slope, width, pedestrian ramps, curb ramps, handrails, signs, detectable warnings or speed limit signs or equivalent means shall comprise part of the site improvement plans submitted to City for review, prior to building plan check approvals. This site accessibility plan shall also include:
- ❑ Handicapped parking stalls shall be dispersed and located closest to accessible entrances. Table 11B-6 of the CBC shall establish the total number of accessible parking spaces.
- ❑ Handicapped spaces and crosswalks shall be signed, marked and maintained as required by Title 24 amendments of the CBC.
- ❑ Handicapped accessible parking and exterior route of travel shall comply with CBC, Sections 1127B and 1129B.
- ❑ Trap fencing shall be designed with gates that are sufficient in size to permit the entrance of ambulance, police, and fire fighting personnel but be no less than 36" minimum clear net opening.
- ❑ Site accessibility, access to normal paths of travel and site facilities shall be provided per the 2007 CBC.
- ❑ Provide an accessible path of travel from handicapped parking space to and into the sales office. Slopes exceeding 1-foot rise in a 20 foot run will be considered ramps and will require handrails. Maximum slope must not exceed 1 foot in rise in 12 feet run. Landings must be provided at the top and bottom of ramps, at changes in direction and at intervals not exceeding 30 inches of vertical rise.
- ❑ Plot Plans for Model Homes/Temporary Sales Trailers
- ❑ Accessible toilet facilities may be temporary – CBC III5B.

Environmental Utilities Department – (916) 774-5752

- The applicant shall provide separate and individual utility connections to each model home, lot(s) or landscape area. No sewer or water services, including irrigation, shall cross property lines. The connections shall follow the commercial standards as specified in the City of Roseville Construction Standards.

Electric Department – (916) 774-5538

- Fencing in front of the model homes/sales trailer must be routed around any transformers to meet the City of Roseville Electric Department clear access and working space requirements.
- All landscaping must be installed to meet the minimum requirements of the City of Roseville Electric Department Requirements for Landscaping Design.

Field Inspection Checklist: The following items will need to be addressed prior to your sales trailer being released for temporary occupancy. Please be advised that this is not an all-inclusive list and that additional requirements may apply. You are strongly encouraged to contact each of the departments listed below for any project specific concerns that may affect the design, timing or costs associated with your project.

Engineering (Field Inspection) – (916) 746-5441

- Requires substantial completion of all improvements necessary to serve the model home complex or temporary sales trailer, including but not limited to, curb, gutter, sidewalk, paved access, street lights, and all utilities shall be substantially complete prior to occupancy. See Section 21-5 of the Construction Standards for substantial completion description.

Fire Department – (916) 774- 5800

- The City Fire Department shall review and approve any change to the name of the subdivision.
- A minimum clearance of 3-feet shall be provided between fencing, trees, shrubs and other landscape materials and all fire hydrants. Fire protection equipment shall not be located behind parking stalls or other obstructions to access.
- A portable fire extinguisher with a minimum rating size of 2A-10B:C shall be provided for use by the occupants within the temporary office. Said extinguisher shall be accessible at all times and shall be installed per Fire Department guidelines.
- All single-family residences shall be provided with an approved address number, which is visible from the street fronting the project. Said address numbers shall be either internally or externally illuminated.
- A Fire Department inspection of the model complex/sales trailer shall be performed prior to occupancy of the facility to ensure conformance with the Fire Code. Contact the Fire Department at (916) 774-5800 to schedule this inspection. A minimum notice of 48-hours shall be provided prior to the requested date.

Environmental Utilities Department – (916) 774-5752

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- All landscaping must be installed to meet the minimum requirements of the City of Roseville Electric Department Requirements for Landscaping Design.
- Individual utility connections to each model home unit/sales trailer shall be provided.

Building Division – (916) 774-5332

- The model home sales office/sales trailer, any arbor not meeting standard setback requirements, and any off-street parking shall be converted back to residential use and/or removed prior to the issuance of the Final Occupancy Permit or within fourteen (14) days from the sales of the last lot in the subdivision, whichever occurs first.
- Plans shall indicate any structures proposed in the yards of the model home complex/sales trailer. A separate permit is required for these accessory structures.
- The model home complex/sales trailer shall be inspected and approved for temporary final occupancy before the complex or trailer is used as the sales office and opened to the public. NO FURNITURE SHALL BE MOVED INTO THE COMPLEX OR TRAILER UNTIL THE BUILDING DIVISION APPROVES THE TEMPORARY FINAL OCCUPANCY.