



CITY OF GLEN COVE

Building Department

APPLICATION FOR TEMPORARY TRAILER (LIVING / CONSTRUCTION / SALES / EDUCATION)

REQUIREMENTS

- 1. Application attached:** If contractor/applicant is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and contractor may be reached. Contractors making application must provide a Certificate of Insurance verifying coverage for Worker's Compensation and their Federal or State Employer Identification Number (EIN).
- 2. (2) sets of plot / site plan:** Plot Plan – Show all dimensions of entire property (length x width and square feet of entire lot). Identify streets adjacent to property. Place all buildings, with size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. The property owner is responsible for the accuracy of this plot plan. Any easements or deed restrictions must be indicated
- 3. Third Party Inspection Agency Report or Sticker – ICC Certification** (applicable for trailers with occupancy use) A third Party inspection agency certifies that the trailer has been built or manufactured to HUD standards or approved plans in accordance with the 2020 codes or the applicable code at the time of the construction of.

Temporary building or sheds used exclusively for construction purposes are exempt from the ICC Building Code. Temporary construction office trailers are exempt from the ICC Building Code except for provisions relating to accessibility by persons with disabilities.

- Construction trailers shall be used only as offices for developers/contractors with the customary uses such as project management and storage of building plans. No storage of building materials or sales activities shall be permitted.
- Construction trailers may be allowed for a period up to 2 years with additional 6-months extensions, but shall not be installed until after the issuance of this permit and shall be removed within 30 days of issuance of the final Certificate of Occupancy
- Construction trailers shall not be required to meet development standards for permanent structures (parking, landscaping etc.) but shall meet applicable setback requirements.
- Construction trailers shall be well maintained by the developer, property owner, or contractor or his or her designee. Failure to comply may result in revocation of the approval.
- Appearance review shall not be required unless located within the Downtown CBD / B1.
- Other than developer/contractor identification, no other signs shall be allowed on the trailer. Construction signs must meet the requirements of Sign Ordinance of the City of Glen Cove.

(Note: Any permitted office trailer greater than 500 sq. ft. will require an accessible route with paved handicap parking spaces.)

PIER/ FOOTINGS – Give all foundation information – depth of excavated footings to the finished grade and width of footings. Indicate depth of concrete in footings (minimum 36"). Indicate PSI (pounds per square inch) of concrete and/or other sub-materials.

MAIN BEAMS – Give size and description of materials of beam and column supports. Spans between columns must be indicated. If using Manufactured Beams, structural plans must be sealed by engineer or architect.

ATTACHING TO EXISTING STRUCTURE – Indicate method of attachment to proposed structure to the existing structure, if applicable

Plans will be reviewed within 5 working days. In order to facilitate the efficient review of revisions, revisions will be accepted only after all plans examiners have completed the review of previous submittal. All other permits will be reviewed at the same time if applied for.

This document is intended to be a guide and may not contain all requirements needed to obtain permits and approval from the City of Glen Cove.

1) Property Information:

Street Address: _____

Section _____ Block _____ Lot _____ Zone _____

Occupied / Business as: _____ Owner: _____

2) Applicant / Contractor:

Name / Company: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Mobile: _____

3) Design Professional: - (if applicable)

Name / Company: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Mobile: _____

TRAILER DETAILS – (PLEASE CHECK ALL THAT APPLY)

SALES / OFFICE TRAILER SALES / OFFICE TRAILER CONSTRUCTION TRAILER EDUCATION TRAILER

FREE STANDING ATTACHED ANCHORED SINGLE WIDE DOUBLE WIDE

ELECTRIC PLUMBING SEWER HVAC

SIGNATURE

Deposit of check representing the fee for this application does not constitute approval of or granting of same by the City of Glen Cove. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his / her agent and we agree to conform to all applicable laws of the City of Glen Cove

Signature of Applicant

_____ Date _____

SITE OR PLOT PLAN – (Please provide or attach plot plan details with location of trailer outlined with setbacks and connections)

Trailer to be clearly outlined and located on plot plan – please provide area of fencing (if applicable) as well as parking

TRAILER FEES:

- A. \$150.00
- B. Electrical Permit for Temporary Service Required: (see electrical meter permit – separate filing)
- C. Plumbing Permit for Temporary Service Required: (see plumbing permit application – separate filing) – if applicable

APPROVED **DENIED**

Inspector: _____

Date: _____

Director: _____

Date: _____