



**Community Development and Public Works**  
**Checklist for Construction Trailer/ Temporary Use Trailer**  
**\*\*Modular Pre-Fabricated Buildings**  
**Using the IRC, IBC, IPC, IMC 2012 Edition / 2011 NEC & 2010 ADAAG**

**Notice to Permit Applicant** - It is the applicant/ owner's responsibility to ensure all private rules and regulations of the subdivision are adhered to. Contact your HOA or property management to determine applicable requirements.

Received		MINIMUM SUBMITTAL REQUIREMENTS
<b>YES</b>	<b>NO</b>	<p><b>Completed Application</b></p> <ol style="list-style-type: none"> <li>1. Name, address, phone number and email address of the Applicant, Property Owner, Contractor, and Architect / Engineer / Designer</li> <li>2. Contractor's State license number and Oro Valley business license number</li> <li>3. Stated valuation of the work</li> </ol>
<b>YES</b>	<b>NO</b>	<p><b>Construction Documents – <u>Five</u> sets of blackline /blueline, bound w/ wet-seal (if applicable)</b></p> <ol style="list-style-type: none"> <li>1. <b>Cover Sheet</b> (may be combined with the Site/Grading Plan)               <ol style="list-style-type: none"> <li>1.1. Include Project name, legal address, suite number, subdivision, and or development name(s).</li> <li>1.2. Please indicate all applicable local and state applicable codes.</li> <li>1.3. Provide site plan/ cover sheet, as approved by the Arizona Department of Fire, Building and Life Safety (Factory Built Buildings / State Department of Manufactured Housing).</li> </ol> </li> <li>2. <b>Site/Grading Plan</b> (1" = 20' - 0" or 1" = 10' - 0" scale only)               <ol style="list-style-type: none"> <li>2.1. Indicate setback distances from the property lines to the proposed modular structure/ trailer.</li> <li>2.2. Identify the size of the modular structure/ trailer.</li> <li>2.3. Please identify access for use including emergency access and parking (if used by the public). At least one means of ADA access is required.</li> <li>2.4. ADA Parking, and restroom facilities are required for public use modular structures even when temporary in nature.</li> <li>2.5. Indicate the nearest fire hydrant or another approved source of fire flow within 300ft of the proposed modular structure/ trailer.</li> </ol> </li> <li>3. <b>Structural Plan</b> (or approved model reference)               <ol style="list-style-type: none"> <li>3.1. Include ADA accessible ramp, guardrail/ handrail details, dimensions, and elevation views.</li> </ol> </li> <li>4. <b>Mechanical, Plumbing and Electrical Plan(s).</b> <ol style="list-style-type: none"> <li>4.1. Provide transformer fault current information for the proposed location. (must not exceed 10,000kva)</li> <li>4.2. Provide the maximum service size that is to be used (200 amps maximum).</li> <li>4.3. Include the type, size and location of panel. Provide the type and size of the waste and water supply lines. (A Pima County Wastewater Card for the connection and fixture units is required – including temporary connections)</li> </ol> </li> </ol>

_____ / _____ Applicant's Signature / Date	_____ / _____ Staff's Initials / Date
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