

**PERMIT AND LOCATION REQUIREMENTS FOR PORTABLE OR SITE-BUILT
TEMPORARY CONSTRUCTION OFFICES**

(Temporary sales offices are not allowed, by Ordinance, in the City)

1. Two copies of the site location map with the following:
 - (a) North arrow
 - (b) Scale, preferably 1" = 20'
 - (c) Location of proposed structure
 - (d) Location of entrance and exit to site
 - (e) Existing easements and right-of-way
2. Right-of-ways, easements, corner clips, and building line setbacks will not be encroached upon and location of the structure shall not cause any vision obstruction for vehicle traffic.
3. The construction site will be provided with a means of sewage disposal, i.e. Self contained portable restrooms or connection to city sewer.
4. Anticipated length of project.
5. Permit fees will be based on the total cost of set-up or construction of the office. The minimum fee for electrical and plumbing permits, when applicable, will be \$20.00 each.
6. Should the permit application be approved, the permit shall be issued, and the permit shall be valid for the maximum of one (1) year. If necessary, the permit may be considered for an extension.
7. The general contractor or the owner will remove the construction office no later than fifteen (15) days after completion of the project.
8. The requirements and guidelines listed above are minimum and additional information may be required.