



Salt Lake City Building Services  
 451 South State St., Room 215  
 PO Box 145490  
 Salt Lake City, UT 84114  
 801-535-6000  
 slcpermits@slcgov.com  
 Apply for the permit online @  
[www.slcpermits.com](http://www.slcpermits.com)

# WORKSHEET FOR RELOCATABLE TRAILERS/OFFICES

BLD #:

Date:

Expiration Date:

**Property Address:**

**Applicant Name:**

**Phone:**

**Applicant's Address:**

**E-mail:**

**The following information is required to obtain a permit for a Relocatable Trailer or Office.**

1. Apply for a Temporary Use Permit @ [www.slcpermits.com](http://www.slcpermits.com)
2. Provide a [Site Plan](#) showing the following information to [ProjectDox](#) for plan review:
  - Location of hard-surfaced parking, show striped parking areas and ADA parking stall location(s).
  - Location of landscaped areas.
  - Location of Accessible routes and ramps to the temporary office.
3. Provide building details information showing the following to [ProjectDox](#) for plan review:
  - The temporary office floor plan; show the location of an ADA accessible bathroom.
  - Show exterior wall and opening protection based on the location of the property.
  - Stair details showing the landing, rise & run, handrails and guardrails.
4. Provide attachment/anchoring information for D2 or E; 115 mph min. min., 3 second wind gust
5. Complete and Upload the Cash Bond agreement.

**Required Base Fee: \$107.00    Required Cash Bond Amount: \$1,000.00 per Trailer or Office.**

**I UNDERSTAND THAT THIS PERMIT IS VALID FOR 365 DAYS AND MUST BE RENEWED ANNUALLY. A 60 DAY EXTENSION MAY BE GRANTED UPON WRITTEN REQUEST TO THE BUILDING OFFICIAL BEFORE THE END OF ORIGINAL PERMIT PERIOD.**

**SIGNATURE:**

**DATE:**