



Temporary Trailer/Antenna Trailer Permit Application

Staff will assign **FILE #**

INSTRUCTIONS. Use this form to apply for an Administrative Permit to operate:

- A temporary trailer, which is a movable prefabricated structure of 2,000 square feet or less in floor area; or
- A temporary antenna trailer, which is a temporary portable antenna, with cabinets and equipment, mounted on a trailer that is licensed by the California Department of Motor Vehicles and towable by a single axle truck.

Read all criteria and attach all documents as listed on page 2. If all criteria cannot be met, the applicant may apply for a [Special Use Permit](#); speak with a planner at 408-535-3555 for more details (see www.sanjoseca.gov/planning for phone service hours).

You must submit the application package in person at the Planning Counter, Development Services Permit Center, 1st floor, City Hall. Visit www.sanjoseca.gov/permitcenter for hours.

USE THE COMPUTER-FILLABLE FORM AT WWW.SANJOSECA.GOV/PLANNINGAPPLICATIONS OR PRINT CLEARLY USING INK.

PROPERTY INFORMATION

ASSESSOR'S PARCEL NUMBER:

PROJECT ADDRESS:

PLEASE INDICATE WHY THE TEMPORARY TRAILER IS NEEDED: CHECK ALL THAT APPLY

- Retrofit for seismic safety Restoration of a primary structure damaged by a catastrophic event or sudden cause
 Temporary Antenna Trailer Other work determined by the Director of Planning to be in the interest of public health and safety

CONTACT INFORMATION

APPLICANT NAME:

APPLICANT PHONE:

APPLICANT EMAIL:

NAME OF FIRM IF APPLICABLE:

APPLICANT ADDRESS:

PROPERTY OWNER NAME IF DIFFERENT FROM APPLICANT:

PROPERTY OWNER EMAIL:

PROPERTY OWNER PHONE:

PROPERTY OWNER ADDRESS:

DECLARATION under penalty of perjury: I agree to maintain and operate the subject trailer of this permit application in full conformance with all requirements and standards specified by San José Municipal Code Title 20, and recognize that the City may revoke a permit if the project becomes a nuisance.

● **APPLICANT SIGNATURE** _____ DATE (MM/DD/YYYY)

● **PROPERTY OWNER SIGNATURE** IF DIFFERENT FROM APPLICANT _____ DATE (MM/DD/YYYY)

continued >

OFFICE USE ONLY

DATE:	ZONING:	PAID: \$
BY:	PD ZONING FILE #:	

An Administrative Permit will be issued for proposals that meet and continue to conform with all requirements below and as specified in San José Municipal Code Section 20.80. See www.sanjoseca.gov/municipalcode.

REQUIREMENTS

FOR BOTH TYPES OF TRAILERS

Zoning and code compliance. The site must be zoned commercial, industrial, or be a planned development zone that allows commercial and industrial uses. The trailer must comply with applicable Building and Fire Safety standards. All necessary City permits must be obtained prior to installation of the trailer.

No blockages. The trailer must not block pedestrian or vehicular circulation.

FOR TEMPORARY TRAILERS

Permit limitations and uses. Temporary trailers are only permitted for the continuation of a business while the primary structure for the business undergoes alteration or restoration for one of the following reasons:

- Retrofit of a primary structure for seismic safety;
- Restoration of a primary structure that was damaged by a catastrophic event or sudden cause; OR
- Other work determined by the Director of Planning to be in the interest of public health and safety.

Additional trailers may be allowed IF:

- The need is to house temporary on-site workers displaced from the primary structure per Section 20.80.1730B.3.
- There is no conflict with applicable development standards and parking requirements.

The permit is approved for up to one year, and is renewable for one additional year at the discretion of the Planning Director. The trailer must be removed and the construction site cleared of all debris upon completion of the work or expiration or revocation of the administrative or special use permit, whichever occurs first.

15-foot setback. The trailer must be least 15 feet from the front property line.

Hours of operation. Same as the use in the primary structure.

Parking. Required off-street parking spaces will be based on the cumulative square footage of the trailer/s and any remaining usable space in the primary structure (Municipal Code Section 20.90).

Signage. One sign is allowed per lot at a maximum size of 6 square feet in area, and must be attached to the trailer.

Building permit and Certificate of Occupancy. Failure to apply for a building permit within nine months of the destruction of the primary structure, or failure to begin construction within three months of the issuance of a building permit, will be deemed a discontinuation or abandonment of the use. The temporary use trailer must be removed and associated utilities disconnected before the City will issue a Certificate of Occupancy for the primary structure.

FOR TEMPORARY ANTENNA TRAILERS

Permit limitations and uses. These trailers may be used only:

- to test operation or design of a wireless communications network; or
- for short-term operation while permitted alterations of existing wireless communication antennas are being constructed.

The applicant must set forth facts that demonstrate that the trailer will be used only for the above uses. This application is not for an antenna trailer that is to be used to temporarily increase the capacity of an existing wireless communications network.

The permit is approved for up to six months and only if no temporary antenna trailer has operated within 2,000 feet of the proposed site in the previous two years. The permit is not a basis for future approvals of wireless communication antennas on the site. All temporary antenna trailers must be maintained in conformance with Municipal Code Section 20.80.1760.

One trailer per site. No more than one trailer per site.

50-foot setback. The trailer must be at least 50 feet from any property line.

Height: 45 feet or the maximum height of the zoning district, whichever is less.

Power source. No on-site generator is allowed. All utility connections must be at- or below-grade.

Security. The trailer design must reduce risks of vandalism, and may not include additional fencing.

APPLICATION PACKAGE

The application package must include this form plus:

- 1 set - Photos of the project site and any building proposed for retrofit, mounted and labeled on 8.5x11" paper
- 3 sets - Site Plans and Drawings (see instructions below)
- Assessor's Parcel Map marked with project location
- Permit Fee Payment - See www.sanjoseca.gov/PlanningFees

Site Plans - The plans must drawn to scale; maximum sheet size accepted is 24X36 inches. Label all sheets "Site Plan" with date, page numbers, and provide:

- Location map, parcel lot lines, setbacks, and site dimensions; indicate uses of adjoining properties
- Location/dimensions of proposed trailer
- Existing and proposed buildings/structures; label any proposed removal of a structure
- Street names and existing and proposed driveways
- Existing and proposed off-street parking, loading, and circulation areas, with dimensions

Drawings - Depict the proposed trailer, drawn to scale. Provide Floor Plan, Elevations, Construction Details, and Sign Details.

Questions?

Speak with a planner at 408-535-3555. Visit www.sanjoseca.gov/planning for phone service hours.