

Charter Township of Shelby

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OUTLINE PROCEDURES FOR INSTALLING A TEMPORARY CONSTRUCTION AND/OR SALES TRAILER

PERMIT PROCEDURE

The person or company installing the trailer shall obtain a building permit. Submit the information indicated below and allow approximately two weeks for plan review and processing. The permit applicant will be contacted when the permit is ready to be picked up. An application fee of \$25.00 is required at the time the application is submitted.

- 1) **Planning Approval** - Must obtain planning department approval on location of trailer.
- 2) **Permit Application** Complete all applicable sections of application. Missing information will cause delays.
- 3) **Site Plan (3 copies)** Provide a copy of a site plan indicating:
 - a) Property dimensions, location of street, and setback to the property lines
 - b) Size of trailer.
- 4) **Additional Information** Provide the following additional information:
 - a) Indicate whether or not plumbing will be provided. If so, indicate method of handling water and sewage.
 - b) Provide a copy of the State of Michigan Building System Report (generally available from the trailer leasing company).
 - c) Indicate the method of anchoring trailer to the ground (generally temporary auger type anchors).
 - d) Estimated cost to remove the trailer (such cost will be used to establish a value of a removal bond).
 - e) **A separate electrical permit is required if electrical service is provided.**
- 5) **Address** A separate address may be required for a trailer application. Make inquiry in this department prior to submitting building application, to determine if your project requires an additional address to be submitted.

INSPECTIONS

- 1) Electrical inspection.
- 2) Final building inspection.