



TEMPORARY CONSTRUCTION OFFICE TRAILER PERMITTING: ON SITE

Submittal Requirements

- Four (4) site plans with legal description.
- Four (4) sets of state approved modular building plans with floor layout.
- Four (4) sets of handicap ramp/stairs plans showing materials, slope, handrails, guardrails, landings, construction details (applicable to trailers larger than 500 square feet).

- Temporary building or sheds used exclusively for construction purposes are exempt from the Florida Building Code. Temporary construction office trailers are exempt from the Florida Building Code (FBC) by Section 102.2. except for provisions relating to accessibility by persons with disabilities.
 - The following Land Development Code standards regulate construction trailers.
 - Construction office trailers require a Building permit.
 - Construction trailers shall be used only as offices for developers/contractors, with the customary uses such as project management and storage of building plans. No storage of building materials or sales activities shall be permitted.
 - Construction trailers may be allowed for a period up to 2 years with additional 6-months extensions, but shall not be installed until after the issuance of a building permit and shall be removed within 30 days of issuance of the final Certificate of Occupancy.
 - Construction trailers shall not be required to meet development standards for permanent structures (parking, landscaping etc.) but shall meet applicable setback requirements.
 - Construction trailers shall be well maintained by the developer, property owner, or contractor or his or her designee. Failure to comply may result in revocation of the approval.

.....To operate a permitting agency that is customer service oriented while protecting public safety through clear, consistent code application while ensuring Orlando's economic competitiveness.

Economic Development - Permitting Services

Department Checklists

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- Appearance review shall not be required unless located within the Downtown CRA.
- Other than developer/contractor identification, no other signs shall be allowed on the trailer. Construction signs must meet the requirements of Section 64.244. Construction signs require a separate building permit.
- These standards do not apply to off-site construction trailers.
- All construction office trailers will need:
 - An Engineering Permit (for address);
 - An Electric permit.;
 - A separate Plumbing permit may also be required if connected to the potable water supply or a sewer lateral.
 - All projects valued at more than \$2,500 require filing a Notice of Commencement prior to performing any work.

(Note: Any permitted office trailer greater than 500 sq. ft. will require an accessible route with paved handicap parking spaces.)

Review Process

- The Commercial Plans Review Staff will review construction office trailers.
- Plans will be reviewed within 5 working days. In order to facilitate the efficient review of revisions, revisions will be accepted only after all plans examiners have completed the review of previous submittal.

This document is intended to be a guide and may not contain all requirements needed to obtain permits and approval from the City of Orlando.

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