

Temporary Commercial Building Administrative Permit (17.228.126)

A temporary commercial building intended to be used for not more than one year while the commercial use's permanent location is prepared for occupancy requires the issuance of an administrative permit. The temporary commercial building must be located within 300 feet of the commercial use's permanent building or tenant location. The applicant shall submit the following to the Planning Division for review:

1. Application Form (attached)
2. Floor plans and elevations of the trailer or modular building (one full sized set of plans);
3. An overall site plan and landscape plan of the complex, including off-site parking facilities and outdoor lighting, if any (one full sized set of plans);
4. A sign program that conforms to City Code Chapter [15.148](#);
5. One 8 ½" x 11" reduction of all exhibits;
6. **Administrative Permit Fee of \$504, plus 8% technology fee (\$544.32 total).**

All buildings shall meet the setback and lot coverage requirements of the zone in which they are located. The temporary commercial building permit shall be valid for one (1) year from the date of its issuance and may be renewed. The trailer or modular building shall comply with all height and area requirements of the zoning district in which it is located. The temporary commercial building shall be located so as to be easily accessible from existing improved streets during construction of the associated permanent building or tenant space and not more than 300 feet from the nearest existing source of water supply for fire-fighting purposes.

Any off-site parking facility shall conform to chapters [17.608](#) and [17.612](#), except as follows:

1. If the off-site parking facility is adjacent to the public right-of-way, the required landscaped planter shall have a minimum width of four feet.
2. The parking lot tree shading requirements in section [17.612.040](#) do not apply to the off-street parking facility.

Upon expiration of the temporary commercial building permit, all temporary pavement used for a parking area shall be removed, and all signage associated with the temporary commercial building shall be removed.

Temporary Commercial Building Application

Site Location

Site Address of temporary building: _____ Parcel Number: _____

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Property Owner

Property Owner: _____ Phone: (____) _____
Mailing Address: _____ City: _____ Zip: _____

Describe the temporary commercial building proposal:

Applicant/ Contact Person

Name: _____ Phone: (____) _____
Mailing Address: _____ City: _____ Zip: _____
E-mail Address: _____ Fax: (____) _____

Please note that once this document is submitted to the City of Sacramento, your information may be subject to public record. However, the City will not sell your data or information for any purposes.

FOR OFFICE USE ONLY

Reviewed by: _____

Date Approved: _____ Expiration Date: _____ I & R #: _____

Conditions/ Comments: _____
