City of Chino Hills
Community Development Department
Planning Division
14000 City Center Drive
Chino Hills, CA 91709
(909) 364-2740 Fax (909) 364-2795
www.chinohills.org

TEMPORARY USE PERMIT INFORMATION & APPLICATION
(TEMPORARY CONSTRUCTION OFFICE & TEMPORARY SECURITY OFFICE)

APPLICATION FEE: Refer to the Community Development Fee/Deposit Schedule for application fee amounts.

OCCUPANCY

Placement of the structure on the site may not occur until after the setdown permit has been approved and issued. No occupancy or use of the structure is permitted prior to final inspection. Placement of the temporary unit on site prior to approval and issuance of permit may result in penalty fees and additional enforcement actions.

PERMIT EXPIRATION

The permit will automatically expire and will remain invalid if inspection is not called for within 180 days of date of issuance.

The permit is issued for the duration of the construction period; however trailer must be removed prior to any certificate of occupancy. If construction permits expire, trailer must be removed from job site immediately.

Failure to remove trailer at end of construction will result in NO CERTIFICATE OF OCCUPANCY. NO EXCEPTIONS.

REQUIREMENT CHECKLIST

- ❑ Pumping Contract: If the unit is self-contained and connection to the sewage disposal system is not possible due to project configuration or terrain, a copy of a pumping contract may be provided in lieu of connection to the system.
- ❑ One copy of a current California DMV registration (RV or travel trailer only.)
- ❑ Two (2) copies of foundation plan with two (2) plot plans for set down permit. Foundation plan shall include seismic strapping. **building permit is required**. (Fee can be paid at time of submittal or at time of permit issuance.
- ❑ Water Contract: Drinking water must be provided to site, a copy of the service contract must be included.
- ❑ Site Plan (see attached checklist)

Applications and fees are subject to change. Please visit our website for the most current version of this application.

SITE PLAN CHECKLIST

TEMPORARY CONTRUCTION OFFICE OR SECURITY OFFICE

Site plan to be drawn to scale on one sheet (minimum 8 ½ x 11) clearly indicating the following items:

- ❑ Names, addresses and telephone numbers of the record owner, applicant and the person preparing the map.
- ❑ Legal description and Assessor's Parcel Number of the property involved.
- ❑ Location, width and names of streets and recorded easements on property. Locate all existing and proposed road improvements and driveway locations.
- ❑ Dimension of property lines or boundary lines of project.
- ❑ Location, size and use of all existing and proposed building, including dimension, square footage, distance from property lines, and building separations.
- ❑ Show parking spaces in detail (each space to be 9' x 19'). Refer to the City Code for detailed information regarding parking requirements for your use and for handicap requirement.
- ❑ Show loading zone/s, space/s to be 10' x 20', if required.
- ❑ Indicate any unusual drainage or hilly terrain that might affect the building site, parking area of access by flow line arrows and contour lines.
- ❑ If "T" Standard required, compute amount of building coverage, open space and sign areas.
- ❑ Vicinity Map.

SEE NEXT PAGE FOR APPLICATION

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TEMPORARY USE PERMIT APPLICATION
TEMPORARY CONSTRUCTION OFFICE
&
TEMPORARY SECURITY OFFICE

APPLICATION TYPE: (Check One)

Temporary Construction Office _____ Temporary Security Office _____

PROJECT SITE INFORMATION

Assessor Parcel No. _____ Tract No. _____

Project Site Address: _____

Site Property Owner: _____

Mailing Address: _____

E-Mail Address: _____

Telephone ( ) _____ Fax ( ) _____

OFFICE / TRAILER DESCRIPTION

Year: _____ Make: _____ Model: _____

Size: _____ sq. ft. Number of bedrooms: (MH;RV) _____

Serial No: _____ or Housing Seal No: _____

☐ (MH) Mobile home ☐ (RV) Recreation Vehicle ☐ (CC) Commercial Coach

☐(MOV) Mobile Office Vehicle ☐ (O) Other

UTILITY INFORMATION

Water Company Name: _____
(Attach letter guaranteeing service)

Private Disposal Company: _____
(Must provide contract)
OR

Sewer District Name: _____(Attach letter guaranteeing service)