

Permit # _____



CITY OF NAPERVILLE

Transportation, Engineering, & Development (T.E.D.) Business Group

APPLICATION FOR TRAILER PERMIT

Complete this application and submit it to the Transportation, Engineering, & Development (T.E.D.) Business Group, 400 S. Eagle Street, Naperville IL. **Applications will not be accepted by mail.** For further information, contact T.E.D. at (630) 420-6100 option 2. **This application must include all of the requirements listed on the Construction Trailer Requirements sheet. All information must be complete. Incomplete applications will not be accepted.** Note: Temporary Buildings, Structures & Uses of Land can only be established for a maximum of six (6) months without approval from the City Council.

PLEASE TYPE OR PRINT CLEARLY.

Trailer Address _____

General Contractor _____

Address _____

City _____ ST _____ Zip _____

Phone (____) _____

Fax # (____) _____

Contact _____

Applicant _____

City _____ ST _____ Zip _____

Phone(____) _____

Contact _____

Electric Contractor _____

Address _____

City _____ ST _____ Zip _____

Phone(____) _____ NapReg # _____

Please check reason for which trailers are required:

Commercial Construction

Hiring/Office Trailer

Storage

(Requires Fire Dept. Approval)

Number of Trailers _____

Anticipated Time Until Completion of the Project --- Number of Months _____

ITEMS SUBMITTED:

Application

3 Sets of Plans and Site Plans

Payment (including required bond)

Trailer Checklist

FOR OFFICE USE ONLY

APPROVED BY _____ DATE _____

Trailer Permit Fee: Cash Bond \$ _____

Permit Fee \$ _____

Temporary Electric Fee \$ _____

I, _____, being the applicant or owner of the premises in which the trailer installation(s) shall be made, agree to conform with and abide by all the rules, regulations and provisions of the City Ordinances pertaining to the installation and maintenance of temporary trailers now or hereafter in force.

UNDER THE PENALTIES OF PERJURY AS PROVIDED BY LAW, THE UNDERSIGNED CERTIFIES THAT THE STATEMENTS SET FORTH IN THIS APPLICATION, PLANS, SPECIFICATIONS AND PLAT ARE TRUE AND CORRECT AND ARE IN ACCORDANCE WITH THE PROVISIONS AND REGULATIONS OF THE BUILDING CODE AND ALL OTHER CODES AND ORDINANCES OF NAPERVILLE APPLICABLE THERETO AND IN FORCE WHEN CONSTRUCTION IS COMMENCED. IF THE APPLICANT KNOWINGLY FALSIFIES ANY INFORMATION IN THIS APPLICATION, APPLICANT SHALL BE CONSIDERED IN VIOLATION OF SECTION 1-12-4 OF THE NAPERVILLE MUNICIPAL CODE AND SHALL BE FINED NOT LESS THAN FIFTY DOLLARS (\$50) NOR MORE THAN FIVE HUNDRED DOLLARS (\$500).

(Please check here. _____) I HAVE READ AND UNDERSTAND THE CONSTRUCTION SITE SAFETY REQUIREMENTS OF THE CITY OF NAPERVILLE.

(Please initial here.) _____

SIGNATURE OF APPLICANT _____ DATE _____



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CONSTRUCTION TRAILER REQUIREMENTS

1. Permit application must include three (3) copies of an 8 1/2" X 11" site plan showing the proposed location of trailers and access to trailers also the location of the trailer in relation to right of ways. Site plan must also include location of the necessary dumpsters and screening and include estimated date of removal.
2. Fees and Charges There will be a **\$38.00 submittal fee per permit. Upon the issuance of the permit payment for 2 separate inspections (set up and takedown) @ \$61.00 each will be due for a total of \$122.00.**
3. **A separate fee of \$100.00** will be charged for **temporary electric service (meter)** if required and applicable. The electric sub-contractor is required to be State-licensed and registered in the City of Naperville.
4. **A cash bond of \$500.00** must be submitted as surety of conformance for each trailer requested. (Bonds must be paid at the same time the permit is paid for.) The bond will be refunded to the applicant **upon request** after the trailer is removed from the site, provided the site is maintained and kept free and clear of debris.
5. All trailers shall be secured against unauthorized entry.
6. All trailer areas shall be policed on a regular basis to maintain the area in a neat and orderly condition.
7. Trailer areas and access roads to trailers must be overlaid with a minimum of four inches of compacted gravel.
8. Trailers located in a residential area shall be screened from view. Further, all dumpsters must be screened in residential areas.
9. Trailers cannot be located within any public or private right-of-way, and they cannot be located so as to interfere with any public or private easements. Trailer locations must also meet the setback requirements (minimum of 20 feet). Setback is measured from the backside of the curb.

10. A violation of the standards set forth in ordinance 91-134, 8-6-91 may allow the City of Naperville to use the cash bond to correct a violation. Written notice of violations will be mailed to the contact person stated on the application, who will have 15 days to correct the violation. If a portion of the cash bond is used to correct a violation the permit holder will be required to submit the additional surety to maintain bond to \$500.00.

REMOVAL OF TRAILER

1. Construction trailers will be removed from the site when the last structure for which trailers are permitted has been constructed and occupied, or six months after the construction activity has ceased, whichever occurs first.
2. Office trailers will be removed within thirty (30) days of receipt of approval for occupancy for any model home within the subject development.
3. Construction trailers used solely for storage of tools or material will be removed within fifteen (15) days after the construction activity has ceased.



Naperville

Transportation, Engineering, & Development (T.E.D.) Business Group

TRAILER CHECKLIST

NAME _____

DATE _____

ADDRESS _____

PLANS: A site plan showing existing buildings, lot lines, driveways, walks, temporary structure, placement and layout of stock inside and out, and safety barriers. The following checklist of requirements is a method of providing the required information and is to be addressed.

HOW LONG WILL TRAILER BE ON SITE? FROM _____ TO _____

FOR WHAT WILL IT BE USED? _____

IS SITE PLAN PROVIDED? _____ YES _____ NO

LOCATION OF TRAILER ON SITE? _____ YES _____ NO

Provide dimensions

IS PLACEMENT WITHIN BUILDING LINES? _____ YES _____ NO

METHOD USED TO SECURE TRAILER? _____

PROVIDED MANUFACTURER'S WIND RATINGS? _____ YES _____ NO

PROOF OF FLAME SPREAD/FIRE PROOFING? _____ YES _____ NO

LAYOUT OF THE INTERIOR? _____ YES _____ NO

CLEAR AISLES INSIDE TRAILER? _____ YES _____ NO

WILL THERE BE ELECTRICITY ON SITE? _____ YES _____ NO

New metered connection to the Electric Utility needed? _____ YES _____ NO

ELECTRIC HOOK-UP TO TRAILER? _____ YES _____ NO

If yes,

Methods of wiring have been provided? _____ YES _____ NO

Diagram has been provided? _____ YES _____ NO

Specify hours of operation FROM _____ TO _____

SANITARY FACILITIES? _____ YES _____ NO

If yes, indicate type, amounts and locations _____

DUMPSTER(S) FOR RUBBISH? _____ YES _____ NO



Naperville Municipal Code Extract
TRAILERS (Modified Thru Ordinance 96-47)

5-2B-6: SALES, OFFICE, OR CONSTRUCTION TRAILERS:

1. Definition: A sales, office, or construction trailer (hereinafter trailers, except as otherwise specified) shall be defined as any temporary or movable trailer which is, was, or may be used for the storage of construction materials or tools, as shelter for workers, for supervising construction activity, for a sales office, or other office needed for the development of a site, and which is temporarily located at a site other than its permanent trailer location.
2. The use of trailers in the City shall be subject to the following regulations:
 - 2.1. Areas where trailers are located and access roads to such areas shall be overlaid with a minimum of four inches (4") of compacted gravel.
 - 2.2. Trailers shall not be located within any public or private right of way nor shall they be located so as to interfere in any way with a public or private easement.
 - 2.3. All areas where trailers are located shall be screened from abutting residential areas. (Ord. 84-90, 6-18-84)
 - 2.4. All trailers shall be located and maintained in accordance with a site plan approved by the Director of the Department of Community Development or his or her designee, or by the City Council in accordance with subsection 3 hereof. (Ord. 96-47, 4-2-96)
 - 2.5. All trailer areas shall have a minimum of one dumpster for depositing refuse which shall be screened from abutting residential areas. The refuse in each such dumpster shall be removed periodically or as necessary to an appropriate waste disposal facility to prevent littering and the escape or removal of refuse by wind or other means. In addition, all trailer areas shall be policed on a regular basis to maintain the area in a neat and orderly condition. (Ord. 84-90, 6-18-84)
 - 2.6. All construction trailers shall be removed from the site when the last structure for which such trailers are permitted has been constructed and occupied, or six (6) months after the construction activity for which such trailers were permitted has substantially ceased, whichever occurs first.
 - 2.7. All sales or office trailers used for the purpose of selling lots or homes shall be removed within thirty (30) days of receipt of approval for occupancy from the Department of Community Development for any model home within the subject development.
 - 2.8. All construction trailers used solely for the storage of tools or materials for construction purposes shall be removed within fifteen (15) days after the construction activity for which such trailers were permitted has ceased.
 - 2.9. All trailers shall be secured against unauthorized entry.
 - 2.10. A five hundred dollar (\$500.00) cash bond for each trailer shall be posted with the Director of the Department of Community Development to guarantee performance of these regulations by the holder of the construction trailer permit. Such bond may be used by the City, at the direction of the Director of the Department of Community Development, to enforce performance of these regulations. Prior to any such use of such bond, however, the Director of the Department of Community Development shall give written notice to the permit holder

informing the permit holder of the violation that exists, the action necessary to correct the violation, the period of time during which the violation must be corrected, and the right of the permit holder to be heard regarding the violation alleged to exist and the proposed remedial action. (Ord. 96-47, 4-2-96)

2.11. A permit holder, upon receiving notice of a violation as provided above, shall correct the violation as required within fifteen (15) days for the date of said written notice. Alternatively, the permit holder may request a hearing before the City Manager by delivering his written request for a hearing to the City Manager within fifteen (15) days of the date of said written notice. Upon receiving a request for a hearing, the City Manager shall set a date when the hearing will be held which shall be within ten (10) days of the request for such hearing, and he shall also set the time and place of such hearing. The City Manager shall advise the applicant of the date, time and place for such hearing in writing. The hearing shall be informal. The Director of the Department of Community Development or his representative shall state such facts as may be relevant to the alleged violation and the proposed corrective action. The permit holder shall have the right to question the Director of the Department of Community Development or his representative as to the alleged violation and corrective action and may also offer such further facts as may be relevant to the alleged violation and proposed corrective action. Based upon such facts, the City Manager shall determine whether a violation of these regulations exists and the remedial actions, if any, that is appropriate. The decision of the City Manager as to the existence of a violation of these regulations and the necessary remedial action, if any, shall be final. In the event that the permit holder fails to request a hearing by the City Manager, or if the City Manager determines that a violation exists and that remedial action is appropriate, the Director of the Department of Community Development shall be authorized to use the posted cash bond to correct the violation as stated in said written notice or as otherwise determined by the City Manager. (Ord. 84-90, 6-18-84)

3. Permits:

3.1. No construction trailer shall be located or used in the City without a permit issued for such trailer upon authorization of the City Council or Director of the Department of Community Development or his/her designate as provided below. (Ord. 95-2014, 9-19-95)

3.2. All permit applications shall be made by the developer of the area, builder, general contractor or other such person, firm or corporation having general charge or control of construction in the area or on the site for which such construction trailers are to be used.

3.3. All permit applications shall describe the development or building site for which the requested construction trailers are required, the number of trailers requested and the anticipated construction activating in such development or building site that requires the number of trailers requested. In addition, the permit application shall include a site plan indicating the proposed location of each trailer. (Ord. 84-90, 6-18-84)

3.4. The Director of Community Development or his/her designee shall authorize the issuance of such construction trailer permits as are appropriate to meet the reasonable construction requirements of the permit applicant based upon the scope and schedule of applicant's anticipated construction activity, provided that all requirements of subsection 2 of this Section are totally complied with. Trailers used for the sale of merchandise or to house a use in a zoning district in which it is not permitted must be approved by the City Council. Also, any applicant who is unable to meet the requirements of subsection 2 of this Section, or who believes that the denial of his permit by the Department of Community Development was incorrect, may seek the approval of a permit by the City Council. (Ord. 95-201, 9-19-95)

3.5. Upon authorization, payment of a permit fee and posting of the required cash bond, the Department of Community Development shall issue construction trailer permits. (Ord. 88-12, 1-18-88)

- 3.6. Construction trailer permits issued pursuant to this Section shall be effective for a period not to exceed the duration of the active construction phase of the project for which the trailer is permitted, as determined by the Director of the Department of Community Development, and in accordance with subsections 2.6 through 2.9 of this Section. (Ord. 96-47, 4-2-96)

In addition to the fees provided herein, a fifty-dollar (\$50.00) fee shall be paid for temporary electric service to any such construction trailer, such fee being exclusive of all other fees or charges for the provision and usage of electric energy by the Naperville Department of Public Utilities. (Ord. 84-90, 6-18-84; amd. Ord. 92-137, 7-21-92)

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