



Community Development Department
 14000 City Center Dr., Chino Hills, CA 91709
 P: (909) 364-2740
communitydevelopment@chinohills.org

TUP No.: _____
 Submittal Date: _____
 Accepted By: _____

TEMPORARY USE PERMIT APPLICATION

For temporary construction office and temporary security office

APPLICATION TYPE

Temporary Construction Office Temporary Security Office

APPLICANT INFORMATION

Name: _____ Phone: _____

Company/Business Name (if applicable): _____

Address: _____

E-mail: _____

PROJECT INFORMATION

Address: _____

APN: _____ Tract: _____ Lot: _____ Block: _____

OFFICE / TRAILER DESCRIPTION

Year: _____ Make: _____ Model: _____

Size: _____ 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

REQUIREMENT CHECKLIST

- Foundation & plot plan for set down permit. Foundation plan shall include seismic strapping. **Building permit is required.**
- Two (2) copies of each on 11" x 17" paper
- Site Plan: **One (1) scaled set on 11" x 17" paper** - Site plan must clearly indicate the following items:
- Size and use of all existing and proposed buildings, whether permanent or temporary,
 - Construction parking area,
 - Trailer Set-Down area,
 - Temp. Power Pole location, if applicable,
 - Indicate any unusual drainage or hilly terrain that might affect the building site, parking area or access by flow line arrows and contour lines.
- Water Contract: Drinking water must be provided on-site. A copy of the service contract must be included.
- 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.)

OCCUPANCY

Placement of the structure on the site may not occur until after the set-down 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 become 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.