

## Plan Submittal – Commercial Coaches as Temporary Sales Trailers

Policy and Procedure No.: **B-04-19**

Nov. 2004 (Rev. Mar. 2008)

### Purpose

This handout establishes a procedure for the installation of commercial coaches permitted for use as **temporary sales offices for residential subdivisions**. The California State Department of Housing and Community Development (HCD) specifically regulate the construction and inspection of commercial coaches for compliance with their adopted building codes and accessibility standards. As a local jurisdiction however, the Building Safety & Inspection only regulates the foundation installation method, and all related site work with respect to site accessibility and utility hook-ups to the manufactured unit at the final installation site. Compliance with Chapter 11B of the 2007 California Building Code will be enforced for any *exterior* modifications.

### Permits Required

A permit is required from Building Safety & Inspection to ensure the installation of the unit to its foundation is in accordance with the foundation design; installation of other site and utility hookups will also be verified.

Planning requires a **Temporary Use Permit** for the installation of commercial coaches. The permit indicates the *use* and *time period* the coach shall be allowed on a specific lot; these conditions shall not be exceeded at any time.

### Special Provisions

Please see the City of Elk Grove Planning Department for all zoning and setback information.

### Plan Submittal for Construction

#### Quantity

- Two (2) sets of plans must be submitted “wet-signed” and stamped by a California licensed architect or engineer; a completed Application for Permit form and plan check fee paid. Upon submittal of plans, they will be distributed to Planning and Building Inspection & Safety for review.
- Two (2) sets of calculation reports for the foundation system, “wet-signed” and stamped by a California licensed engineer.
- One (1) full size set of site plan, floor plan and elevation sheets only for the Assessor’s office.

*Plans for all commercial projects shall be prepared by a State of California licensed architect or engineer only.*

### Additional Requirements

- Building permits cannot be issued prior to the approval of improvement plans (when applicable). On-site improvement plans must be submitted to Elk Grove Public Works under a separate cover. Contact **Public Works** at **(916) 478-2294** for submittal requirements, fees and timelines.
- A separate review and approval letter must be obtained from the local Fire Department prior to permit issuance. Plan submittal and fee information may be obtained from Fire Department staff located at 10573 E. Stockton Blvd. or by calling the **Cosumnes Community Services Fire Department** at **(916) 405-7100** or by visiting their website at [www.egcsd.ca.gov/fire](http://www.egcsd.ca.gov/fire).
- **Sacramento County Environmental Management Department** approval is required for buildings served by wells and/or septic systems. Please contact **(916) 875-8400** to

obtain plan approval prior to submitting plans to Elk Grove Building Inspection & Safety.

- **The County of Sacramento** collects infrastructure, water and sewer fees for new construction. Payment of these fees must be made to the County prior to permit issuance. Fee compliance forms will be provided by Elk Grove Building & Safety during the plan review process. Please contact **Technical Resources** at **(916) 874-6544** for fee estimates.

### Plan Review Timelines

Allow a minimum of **fifteen** business days for the first plan review for commercial plans; **ten** business days for any subsequent reviews.

### Minimum Plan Requirements

#### Coach Decal

For *commercial coaches*, provide the date of manufacture and HCD's insignia and approval as a "B" occupancy.

#### Size

Minimum 18" x 24" and maximum 24" x 36" plans drawn to scale (i.e., floor plan: ¼" = 1' - 0"), fully dimensioned, clear and legible. Single line floor plans are unacceptable.

#### Information

1. **Cover Sheet** - legal job address and APN (assessors parcel number); name, address and phone number of owner, contractor and contact person; name, address and phone number, title and registration information of project design professional; description of work including current applicable codes, type of construction, occupancy classification, if installing a fire sprinkler system; total floor area; zoning; index of drawings.
2. **Plot Plan** - lot dimension and parcel size; location of commercial coach with all setback distances to property lines, easements and adjacent structures; north arrow; street identification and access roadways; fire hydrants and other existing and proposed utilities; location of gas/electrical/water meters and sewer/water lines; septic/well systems (as applicable); grade and pad elevations - verify if property is located in flood plain zone; ground slope drainage and topography. Plans shall be prepared by a registered civil engineer (if applicable).
3. **Architectural Plan** - floor plan identifying room use(s); exit door(s). Interior specifications

should be previously reviewed and approved by HCD.

4. **Foundation Plan** – a complete foundation plan or a pier support system approved by HCD or designed by a California licensed engineer. The foundation or pier support system shall meet the requirements of the pier support system plan produced by the coach manufacturer and approved by HCD; OR by an HCD third-party agency, such as RADCO (Resources, Applications, Designs and Control Agency). The foundation or pier support system plan shall depict all support locations; spacing; loading at girders and marriage lines; be designed for gravity and lateral loads. *This information shall be specific to the floor plan of the coach.* The pier support system plan can be found in the manufacturer's/builder's installation manual.
5. **Disabled Access** - compliance with disabled access provisions for accessible exterior exits, accessible parking, and accessible path of travel to the public sidewalk. If a restroom is not provided inside, fully compliant accessible restroom(s) shall be required on site. *An accessible path of travel to the restroom(s) shall be required from the commercial coach.*

### Questions?

For additional questions regarding instructional materials, foundation system installation requirements, or defects please contact the State agency at:

**Department of Housing and Community Development**  
**Division of Codes and Standards**  
Manufactured Housing Section  
PO Box 31, CA 95812  
Phone: **(916) 445-3338**  
[www.hcd.ca.gov/codes/mhp/infobkts.html](http://www.hcd.ca.gov/codes/mhp/infobkts.html)

### Fees

Building fees are based on the construction valuation equal to 25% of the value used for a new Type V-N office building, **plus** the full value of decks, ramps, stairs, and other related on-site improvements.

School Impact fees and Roadway/Transit fees are *waived* for this type of installation.

### Application Forms

An Application for Permit form may be requested at the Building Safety & Inspection office located at:

Address: **8401 Laguna Palms Way**  
Phone: **(916) 478-2235**

*Hours: Monday through Friday  
8 am – 5 pm*