

## Plan Submittal – Commercial Coaches

Policy and Procedure No.: **B-04-20**

Nov. 2004 (Rev. Mar. 2008)

### Purpose

This handout establishes a procedure for the installation of commercial coaches permitted for use as temporary classrooms, offices and for commercial/industrial use. It shall be reviewed prior to submittal of any plans and before commencing any work.

### Background

Health and Safety Code Section 18551 establishes regulation for the installation of commercial coaches. The California State Department of Housing and Community Development (HCD) administer the construction and inspection of such units for compliance with their adopted building codes and accessibility standards.

### Enforcement

As a local enforcement agency, the Building Safety & Inspection staff only has jurisdiction to inspect commercial coach installations occurring within the city limits. No additional interior plan check is required for the unit as this has already been reviewed by HCD through their Design Approval Agencies (for plan review and approval) and Quality Assurance Agencies (for in-plant inspection). Our responsibility is limited to verifying the submitted information – plot plan, installation instructions with specifications, and plans, which may include an HCD Standard Plan Approval – is suitable to the site conditions and coach. Compliance with current adopted codes for any on-site work such as grading and utility hook-ups within the property will also be enforced by the local agency.

### Alteration Inspection Authority

HCD approval is required when alterations are made to a commercial coach (other than the support system or foundation) such as changes to the structural, fire-life safety, plumbing, electrical, mechanical and fire sprinkler systems and

equipments. However, any exterior alterations are subject to the local jurisdiction (i.e., cabana, porch or stair modifications). If alterations to the commercial coach are made prior to or during installation or after occupancy without HCD approval, the “red seal” insignia will be **invalidated**.

### Permits Required

#### Type of Uses Allowed

A building permit is required for the installation of commercial coaches on a conventional set-up for the following allowed uses only:

- Temporary Offices (allowed by Planning with the issuance of a use permit)
- Temporary Classrooms for Private Schools (allowed by Planning with a conditional use permit)
- Temporary Commercial and Industrial Uses

A permit can only be issued to a property owner(s) or a licensed contractor.

For commercial coaches used as temporary sales offices in residential subdivisions, please refer to the *Commercial Coaches as Temporary Sales Trailers* handout.

### Plan Submittal for Construction

#### Quantity

- Two (2) sets of plans and specifications for the commercial coach providing verification of design and construction approval from HCD, including foundation and stair details must be submitted; 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.
- One (1) full size set of site plan, floor plan and elevation sheets only for the Assessor’s office.

## 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 8812 Elk Grove 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) 875-8440** to obtain plan approval prior to submitting plans to Elk Grove Building Inspection & Safety.
- **Elk Grove Unified School District** collects Developer Fees for new commercial coaches (with the exception of Temporary Sales Offices); the fees are collected by the district prior to permit issuance. Forms will be provided by Elk Grove Building & Safety during the plan review process. For current fee rates please call **(916) 686-7711**.
- **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

For commercial plans, allow a minimum of **fifteen** business days for the first plan review; **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.

### 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 and other structures; easements; north arrow; street and right-of-way identifications, access roadways; fire hydrants and other existing and proposed utilities; location of gas/electrical/water meters and sewer/water lines; septic/well systems (if any); 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).

The installation does not cover any additions or accessory structures such as deck, porch, carport, or garage, unless specifically included in the HCD approvals; these elements are typically constructed on-site. If the applicant plans to add accessory structures on the site, include information relating to these in the Application for Permit and construction plans, and obtain approval from Building Safety & Inspection. If accessory structures are partially supported by factory constructed structures, such additional loads must be included in the HCD approvals. Please refer to additional handouts available at the Building Safety & Inspection counter for specific design requirements.

3. **Manufacturer's Installation Instructions** - a copy to include specifications for the structural assembly of multiple-sections at the floor, walls and roof, roof closure, utility crossover connections, under-floor support locations and load specifications enforced by the local building inspector. Interior specifications should be previously reviewed and approved by HCD, however additional clarification may be requested if plans are unclear and do not comply with the proposed use or occupancy (i.e., exiting and occupancy requirements due

to change of occupancy; rated walls due to distances to property lines, etc.).

4. **Foundation and Support System** – 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 within the unit, 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.*

### Insignia

Each complying coach is issued a HUD insignia affixed to the outside surface of the rear wall, at the floor level of *each* transportable section. The plates include related information such as occupancy group, design loads, exiting, fire safety, electrical, plumbing and mechanical.

### Inspections

After the commercial coach has been sited, the applicant is required to schedule an inspection. The Building Inspector inspects the unit to ensure that it has been properly sited and meets all applicable code requirements. Manufacturer's instructions must be at the site during the inspection. The following list includes inspection requirements for commercial coaches:

- Yard and setback requirements
- Permanent foundation
- Electrical hookup
- Site grading
- Final

### Inspection Phone Line

The inspection phone line is **(916) 478-2225**, available 24 hours/day. Inspections requests received after 5:00 am will be scheduled for the following business day.

(Note: morning or afternoon inspections cannot be guaranteed, please call the office in advance).

### 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.

### 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**