PROJECT STREET ADDRESS:__________________________________________________________

PERMIT #:________________________________________________________________________

THIS CHECKLIST IS TO BE USED AS A GUIDE WHEN REVIEWING PLANS FOR A CONSTRUCTION AND/OR SALES TRAILER. THESE COMMENTS CAN BE CUT AND PASTED INTO YOUR ELECTRONIC DOCUMENT REVIEW.

General:

_____ 1. If plans are designed by an architect or engineer, they must be licensed by the State of Arizona.

_____ 2. Provide a letter of intent stating what the trailer is going to be used for and the date the trailer will be removed.

Construction Trailer:

_____ 3. Provide a fully dimensioned site plan, drawn to scale. Include all lot dimensions, setback dimensions, property lines, right of way centerline measurements, easements, address and legal description.

_____ 4. Show location of temporary power (temporary power pole meter, generator, etc.).

_____ 5. Submit a letter stating times the generator is to be used.

_____ 6. Show ingress and egress from the property and provide grates or equivalent for track out.

Sales Trailer:

_____ 7. Provide a fully dimensioned site plan, drawn to scale. Include all lot dimensions, setback dimensions, property lines, right of way centerline measurements, easements, address and legal description.

_____ 8. Provide required parking area. Parking spaces are to be a minimum of 9’ X 18’ and parking area must be covered with a dust proof material. Show location of drive approaches.

_____ 9. Provide curb stops for the parking spaces.

_____10. Provide a van accessible handicap parking space with required signage per City of Mesa detail.

_____11. Identify the ADA accessible route from parking area to sales trailer entrance.
12. Provide a ramp detail identifying slope of ramp, height of handrails and landings. Note on plans if trailer is ground set.

13. Provide a floor plan of the sales trailer. Include location of egress doors with exterior lights.


15. Provide a no smoking sign or symbol.

16. Provide bottled water or water dispenser, required for occupant load less than 20.

17. Provide a sign over the exit door stating, “This door to remain unlocked while building is occupied”.

18. Identify heating source required for the sales trailer.

19. Provide ADA compliant lever hardware on both sides of doors in the sales area.

20. Entry walk from the parking lot to the sales trailer shall be a minimum of 36” wide with a stable and firm surface. Walkways to the main entry door shall not have steps.

21. Ramps that slope greater than 1:20 (>5%) shall have handrails on both sides, extending 12” beyond each end of the ramp.

22. Provide a landing at the bottom and the top of the ramp.

23. Provide a landing at the entry door that is 18” wider on the latch side of the door if the door swings out and 12” wider than the door on the latch side if the door swings in.

24. The landing at the entry shall be at the same elevation as the interior slab. Landing shall slope a maximum of ¼” per foot in any direction. Side slopes of landings shall be 1:50 maximum.

25. Identify height of threshold (maximum 1 ½”). Threshold may be ½” if sides are beveled.

26. Sliding door entries may only be used if easily openable with one operation of the hand equal to opening by using a closed fist.

27. Floor surfaces inside the sales trailer shall be firm and slip resistant.

28. Provide an ADA accessible portable water closet.