



CITY OF MESA
DEVELOPMENT SERVICES
CONSTRUCTION & SALES TRAILER REQUIREMENTS

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. **NOTE: THIS IS TO BE USED AS A GUIDE AND NOT AS A COMPLETE COMPREHENSIVE LIST. ADDITIONAL ITEMS THAT ARE NOT INCLUDED ON THIS LIST MAY BE IDENTIFIED DURING THE REVIEW PROCESS.**

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.
- _____ 3. Add a note to the plan acknowledging that the Use Permit will expire on December 31, of the current year.

Construction Trailer:

- _____ 4. 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.
- _____ 5. Show location of temporary power (temporary power pole meter, generator, etc.).
- _____ 6. Submit a letter stating times the generator will be used.
- _____ 7. Show ingress and egress from the property and provide grates or equivalent for track out.

Sales Trailer:

- _____ 8. 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.
- _____ 9. 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.
- _____ 10. Provide curb stops for the parking spaces.

- _____ 11. Provide a van accessible handicap parking space with required signage per City of Mesa detail.
- _____ 12. Identify the ADA accessible route from parking area to sales trailer entrance.
- _____ 13. Provide a ramp detail identifying slope of ramp, height of handrails and landings. Note on plans if trailer is ground set.
- _____ 14. Provide a floor plan of the sales trailer. Include location of egress doors with exterior lights.
- _____ 15. Provide a 2A10BC fire extinguisher.
- _____ 16. Provide a no smoking sign or symbol.
- _____ 17. Provide bottled water or water dispenser, required for occupant load less than 20.
- _____ 18. Provide a sign over the exit door stating, "This door to remain unlocked while building is occupied".
- _____ 19. Identify heating source required for the sales trailer.
- _____ 20. Provide ADA compliant lever hardware on both sides of doors in the sales area.
- _____ 21. 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.
- _____ 22. Ramps that slope greater than 1:20 (>5%) shall have handrails on both sides, extending 12" beyond each end of the ramp.
- _____ 23. Provide a landing at the bottom and the top of the ramp.
- _____ 24. 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.
- _____ 25. The landing at the entry shall be at the same elevation as the interior slab. Landing shall slope a maximum of $\frac{1}{4}$ " per foot in any direction. Side slopes of landings shall be 1:50 maximum.
- _____ 26. Identify height of threshold (maximum 1 $\frac{1}{2}$ "). Threshold may be $\frac{1}{2}$ " if sides are beveled.
- _____ 27. Sliding door entries may only be used if easily openable with one operation of the hand equal to opening by using a closed fist.
- _____ 28. Floor surfaces inside the sales trailer shall be firm and slip resistant.
- _____ 29. Provide an ADA accessible portable water closet.