



Maricopa County

Planning & Development Department

Department Directive

Department Directive:
DD-2012-12

Supersedes:

Effective: Immediately

Initiator: Tom Ewers

Director: *Joy Rich*

PURPOSE: To clarify and explain requirements for construction storage and office trailers.

REFERENCES:

Maricopa County Zoning Ordinance, Sections 501.2.27, 601.2.20, 801.2.7, 802.2.13, 803.2.49, and 901.2.20, all of which allow temporary construction office/yard as a permitted use in the respective zoning districts, with language as reproduced in procedure number 8 below.

Maricopa County Zoning Ordinance, Section 1205 Drainage Provisions.

2009 International Building Code, Section 3309.1

2009 International Plumbing Code, Sections 403.1, 602.1 and 701.2.

2008 National Electrical Code, Sections 545 and 590.

Federal Regulation 36 CFR 1191 Appendix B, Chapter 2, Section 203.2, which exempts construction trailers and portable toilet units provided for use exclusively by construction personnel on a construction site from ADA accessibility.

Department Directive DD-2011-03

POLICY/PROCEDURE:

1. Construction storage and office trailers are permitted in any Zoning District provided they are related to a valid permit issued for construction on the same or an adjacent site.
2. A separate building permit is required for each construction office trailer or combined trailer complex and each group of construction storage trailers.
3. Permit submittals must include permit application forms, available on the website at www.maricopa.gov/planning.
4. Permit submittals must include seven site plans. For small residential projects this may be a single sheet that demonstrates zoning compliance. For commercial projects this may be one or two sheets from the civil engineered grading and drainage plans previously approved for the site, that are amended to depict the construction yard area, location of all trailers, location of utility services for electric, water and waste disposal, fences or gates, guard or entry structures, finish floor elevations, and adjacent grade elevation. Finish floor elevations shall be set a minimum of 18" above the highest adjacent grade and not located within any drainage feature. If the construction trailer is located within a floodplain an engineered plan will be required.
5. Permit submittals must include three copies of cut sheets or plans for each construction storage or office trailer. Plans must comply with all Maricopa County Codes. Office trailer plans must show locations of exits and fire extinguishers. Office trailer plans must show sufficient electrical, toilet, sink and potable water facilities in the trailer or in adjacent facilities within 300 feet. Office trailer and bathroom plans must show ADA accessibility if they are to be used by any personnel other than the contractors.
6. Construction trailer plans for small, (6 or less trailers) residential and commercial projects may be reviewed by Planning and Development Department staff for Building, Zoning and Drainage compliance and by other County Agencies such as Flood Control, Environmental Services, MCDOT, as needed.
7. Construction trailer plans for large, (more than 6 trailers) residential and commercial projects may be reviewed by Planning and Development Department staff for Zoning and Drainage compliance and by other County Agencies such as Flood Control, Environmental Services, MCDOT, as needed. Reviews for building, plumbing, electrical, mechanical, and accessibility compliance may be completed by outsourced



Maricopa County

Planning & Development Department

Department Directive

Department Directive:
DD-2012-12

Supersedes:

Effective: Immediately

Initiator: Tom Ewers

Director: *Joy Rich*

professional consultants under contract with the Planning and Development Department.

8. Temporary construction office/yard complexes, which may include a security office or residence for a security guard, are permitted uses provided that the following conditions are met:
 - A. The uses are only associated with the developer/owner and subdivision or project in which they are located. Off-site construction office/yard complexes may be allowed subject to approval by the Board of Adjustment.
 - B. Upon sale of the development, cessation of the need for the use (95% build out), or cessation of the use, all structures, modifications to structures and uses related to the construction office/yard complex shall be removed.
 - C. Those uses of structures allowed shall meet all building code requirements.
 - D. All items stored on site shall only be those required for the construction on site.
 - E. The allowed uses may encroach into setback areas.
 - F. All necessary permits must be issued prior to placement on the site.
 - G. If these requirements cannot be met, the request shall be processed through the Board of Adjustment as a Temporary Use Permit.