

## **Instructions to obtain local Permits and Approvals for Construction/ Sales Trailers**

Central Intake consolidates the approvals for the permitting of the Building Inspections + Planning & Zoning for residential and commercial new construction, alterations, additions and renovations with simultaneous reviews. Applicants simply apply for the appropriate building permit online through the CSS Portal, where each step will guide you through the requirements.

- Before applying for local permits and approvals for construction/ sales trailer, the following will be required and submitted as part of the application process:
- The exact proposed location of the trailer. A survey map may be required if the lot has been subdivided.
  - The size, year, and model/ serial #
  - Environmental Health approval will be required if the construction/ sales trailer is connected to a private well or septic tank. Bring a copy of your permit to the inspections Department.
    - The Inspections Department will not issue a construction/ sales trailer permit without the Environmental Health & Planning Departments approvals if required.
    - If connecting sewer to a storage tank a pump and haul contract will need to be supplied to the Inspections Department for approval. 1 person = 25 gallons per day
    - The permit is for the cost of the set up and includes all Electrical, Mechanical and Plumbing. A licensed trade contractor will be required.

### **City of Sanford | Lee County | Town of Broadway Construction /Sales Trailer Inspection Process.**

**PERMIT CARD (& PLANS IF APPICABLE) SHALL BE ON SITE ON THE DAY OF INSPECTION**

Structure is to be unlocked so the inspector can gain access to complete required inspections. If the structure is lock and access is required for the inspection you will be subject to a re-inspection fee. Fee must be paid before rescheduling the inspection.

#### **1ST INSPECTION-**

- DUG FOOTING (if applicable)
- PIERS (if applicable)
- SET UP- ABS PAD/ PIERS AND TIE DOWNS AND ANCHORING. A MATE LINE INSPECTION IS REQUIRED AT THIS TIME IF THE STRUCTURE IS MULTI-SECTION. ACCESS TO INTERIOR OF STRUCTURE.
- FOR INTERIOR MATE LINE WILL BE REQUIRED AS WELL AS BOTH ENDS OF STRUCTURE AND MATE LINE UNDER STRUCTURE. **DO NOT INSTALL SIDING UNTIL THIS INSPECTION HAS PASSED.**
- PLUMBING INSPECTION OF BUILDING DRAIN SYSTEM TO INCLUDE TEST ON SYSTEM

- ELECTRICAL PANEL TO SUPPLY POWER TO STRUCTURE AND ALL ASSOCIATED WIRE TO ENERGIZE APPLIANCES SHALL BE INSTALLED AT THIS TIME.
- MECHANICAL- ALL ASSOCIATED DUCTS, CROSSOVER DUCTS, AND ALL HVAC EQUIPMENT SHALL BE INSTALLED FOR THE PRE-INSPECTION.
  - **NOTE:** The Installation of the water service line and the sewer line to the septic tank or connection to city sewer service may be called in for inspection at any time during the inspection process.

## **2ND INSPECTION**

- FINAL INSPECTION- STRUCTURE IS READY TO BE OCCUPIED. ALL SKIRTING/ CURTIN WALL, GRADE TO DRAIN WATER AWAY FROM STRUCTURE, ALL ASSOCIATED PORCHES/DECKS/STEPS SHALL BE IN PLACE. SEWER AND WATER LINE CONNECTIONS SHALL BE MADE AND COMPLETE AT THIS TIME. ALL PLUMBING, MECHANICAL AND ELECTRICAL TERMINATIONS SHALL BE 100% COMPLETE.
- Once the final inspection is approved the inspector will place an orange sticker on the meter base to approve power on the structure. **DO NOT REMOVE STICKER. YOU WILL BE REQUIRED TO NOTIFY THE POWER UTILITY COMPANY TO ENERGIZE.**
  - **NOTE:** If there is no restroom within the structure, a standard porta john must be provided on-site if the structure is being used as a construction trailer. If the structure is being used as a sales trailer, an ADA-compliant porta john must be provided on-site if there is no restroom within the structure.

# Construction Trailer Permit Application

City of Sanford/ Lee County/ Broadway

(919)718-4654

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ License # \_\_\_\_\_

# Construction Trailer Permit Application

Address (location) Of Construction/ Sales Trailer:

\_\_\_\_\_

\_\_\_\_\_

Sales Trailer

Construction trailer

Description of Work:

\_\_\_\_\_

\_\_\_\_\_

Intended Use: \_\_\_\_\_

Model/Serial # \_\_\_\_\_

Please Provide information on all subcontractors that pertain:

Name	Address	Licenses #
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Electrician: \_\_\_\_\_

Plumber: \_\_\_\_\_

Mechanical: \_\_\_\_\_

All construction/ Sales Trailers must meet ADA requirements. Either an approved ADA accessible porta-John on site or an ADA compliant restroom within the trailer. Fee includes building permit w/ all Trades.

**BUILDING PERMIT APPLICATION**

115 Chatham St., Suite 1, Sanford, NC 27330

### Affidavit of Workers' Compensation Coverage (N.C.G.S. §87-14)

The undersigned applicant for Building Permit Number  being the:

- ... Contractor
- ... Owner
- ... Officer/Agent of the Contractor or Owner

do hereby affirm under penalties of perjury that the person(s), firm(s), or corporation(s) performing the work set forth in the permit:

- ... has/have three (3) or more employees and have obtained workers' compensation insurance to cover them,
- ... has/have one or more subcontractor(s) and have obtained workers' compensation insurance covering them,
- ... has/have one or more subcontractor(s) who has/have their own policy of workers' compensation insurance covering themselves,
- ... has have not more than two (2) employees and no subcontractors,

While working on the project for which this permit is sought. It is understood that the Inspection Department issuing the permit may require certificates of coverage of workers' compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm or corporation carrying out the work.

Signature of Qualifier Required

Name of Company (if applicable) \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

EnerGov Case #: \_\_\_\_\_

TUP File #: \_\_\_\_\_

**NO FEE**

# SANFORD / LEE COUNTY / BROADWAY

## TEMPORARY USE PERMIT APPLICATION



115 Chatham Street, Suite 1, Sanford, NC 27330

919.718.4656

[zoning@sanfordnc.net](mailto:zoning@sanfordnc.net)

This application is intended for short-term events or uses that are permitted within a particular zoning district but only intended for a specific duration. These include temporary sales, temporary structures (tents, etc.), and special events, whether for-profit or charitable in nature.

Within the Unified Development Ordinance, § 5.34 states that temporary uses have specific criteria in order to ensure that their operation will not be detrimental to the public health, safety, and general welfare, and that the use is consistent with the purpose and intent of the UDO and the specific zoning district in which it will be located, that the use is compatible in intensity, characteristics, and appearance with existing land uses in the immediate vicinity of the temporary use, and that the use, value, and qualities of the neighborhood surrounding the temporary use will not be adversely affected by the use or activities associated with it. Temporary uses are permitted on a short-term basis, and may include certain seasonal or transient uses not otherwise allowed in the applicable zoning district. Prior to conducting or establishing a temporary use, approval of this Temporary Use Permit by the Department of Community Development is required. Staff shall review the application and make a determination as to whether the proposed temporary use event conforms to the standards within the UDO.

**Submit this application and all required supplemental documents via email to:** [zoning@sanfordnc.net](mailto:zoning@sanfordnc.net)

### **Applicant Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Property Owner Information (if different from applicant)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Location & Proposed Temporary Use Information**

Location of Proposed Temporary Use: \_\_\_\_\_

Lee County Parcel ID: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Total Site Acreage: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

\_\_\_\_\_

Proposed Temporary Use: \_\_\_\_\_

Days of Operation: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Facility Type (tent, canopy, booth, construction trailer, etc.): \_\_\_\_\_

Please note that for tents over 200sf and canopies over 400sf, a copy of the **Fire Retardant Certification** is required. There is also a Fire Inspection required, for which a \$50.00 Temporary Membrane Structure fee is applicable. This fee is processed by completing a **Fire Protection/Sprinkler Permit Application** and submitting it with the fee to the Building Inspections Division of the Community Development Department at 115 Chatham Street (ground floor).

Noise Mechanisms to be Used (outdoor speakers, amplifiers, etc.): \_\_\_\_\_

For use of noise mechanisms within the City of Sanford’s corporate limits, please attach a copy of an approved Sanford Police Department Permit. Please allow up to 10 business days for Sanford PD to process your request.

Means of Clean-Up After Event: \_\_\_\_\_

Means of Trash Collection & Disposal: \_\_\_\_\_

Location / Access to Restroom Facilities: \_\_\_\_\_

The site occupied by a Temporary Use shall be left free of debris, litter, or any other evidence of the Temporary Use upon completion/removal of the use.

**A site plan illustrating the existing conditions, parking areas, the location of any proposed tents/canopies and any other structure associated with the temporary use on site is required to be submitted with this application.**

**STAFF USE ONLY**

Parcel ID: \_\_\_\_\_ Address: \_\_\_\_\_

Jurisdiction:           City of Sanford                                   Lee County                                   Town of Broadway

Received Date: \_\_\_\_\_ Reviewed Date: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Approved:  Yes            No

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## UDO, Article 5 Supplemental Development Regulations, Section 5.34 Temporary Uses

### 5.34.1 PURPOSE.

5.34.1.1 This section establishes criteria for particular temporary uses in order to ensure that their operation will not be detrimental to the public health, safety and general welfare, that the use is consistent with the purpose and intent of this Ordinance and the specific zoning district in which it will be located, that the use is compatible in intensity, characteristics and appearance with existing land uses in the immediate vicinity of the temporary use, and that the use, value and qualities of the neighborhood surrounding the Temporary use will not be adversely affected by the use or activities associated with it.

5.34.1.2 This Section permits uses on a short-term basis and certain seasonal or transient uses not otherwise allowed in the applicable zoning district. Prior to conducting or establishing a temporary use, approval of a Temporary Use Permit by the Community Development Department is required pursuant to this Section. The Administrator shall review all applications for a temporary use permit and shall make a determination as to whether the proposed temporary use event conforms to the standards as set forth in this Section 5.34.

### 5.34.2 STANDARDS.

**5.34.2.1 GENERAL STANDARDS FOR ALL TEMPORARY USES.** The following standards shall be required for all manner of temporary uses or events.

- There shall be only one temporary use event held at any one time on a given tax parcel.
- The operator of the temporary event shall obtain written permission from the owner of the property onto which the proposed temporary event is planned.
- For any temporary use event, all sale and display items shall not be located within any public street right-of-way, sight triangle or required landscaping planting yard as set forth in Article 7 of this Ordinance.
- No event shall locate in any off-street parking area if such spaces are necessary to meet the minimum number of off-street parking spaces as required by this Ordinance.
- The operator of the temporary use event is responsible for the removal of all equipment, trash or other debris upon cessation of the event.
- No recreational vehicles shall be permitted to be used in conjunction with a temporary use event (except as associated with carnivals or amusement events as set forth under 5.34.2.7, below).

**5.34.2.2 TEMPORARY RETAIL SALES** (excluding agri-tourism sales). Any person or persons, corporation, or agent who engages in the business of periodic outdoor sales (and/or exhibiting for sale) of retail goods and/or merchandise who in furtherance of such purpose leases, uses or occupies any lot, tract or space shall conform to the following requirements:

- Temporary retail sales may only be permitted only within non-residential zoning districts (NC, O&I, CBD, C- 1, C-2, LI, and HI).
- No more than six (6) periodic retail sales events shall be permitted per tax parcel within a given calendar year.
- A periodic retail sales event shall be permitted to operate up to a maximum of ten (10) consecutive days, except that concessionaire vendors (see Appendix A for definition) are exempt from this time limit. A minimum thirty (30) day separation shall be required between periodic retail sales events that are to be conducted on the same parcel.
- A single temporary sign (size permitted as set forth in Section 11.10.4 of this Ordinance) shall be allowed for the duration of the temporary sales event.

**5.34.2.3 AGRI-TOURISM/SEASONAL SALES.** This category is intended to cover the spectrum of all temporary uses or events that are related to agricultural products, including but not limited to seasonal fresh produce stands, seasonal sales of holiday related product, and/or temporary events related to farms and/or farming operations.

- **OUTDOOR SEASONAL FRESH PRODUCE STANDS (LEE COUNTY AND ETJ AREAS)** - The outdoor sale of fresh agricultural produce (commonly known as a "produce stand") shall be permitted as a temporary use in all zoning districts within the zoning jurisdiction of Lee County and within the extraterritorial jurisdiction of Sanford and Broadway. There shall be no time limit for seasonal produce stands within the zoning jurisdiction of Lee County or the ETJ areas.

- **OUTDOOR SEASONAL FRESH PRODUCE STANDS (CITY OF SANFORD)** - The outdoor sale of fresh agricultural produce (commonly known as a “produce stand”) shall be permitted as a temporary use in all non-residential zoning districts within the municipal limits of the City of Sanford. Said produce stands shall be permitted up to ten (10) consecutive days within on calendar year.
- **OUTDOOR SEASONAL FRESH PRODUCE STANDS (TOWN OF BROADWAY)** - The outdoor sale of fresh agricultural produce (commonly known as a “produce stand”) shall be permitted as a temporary use in all non-residential zoning districts within the zoning jurisdiction of the Town of Broadway. Said produce stands shall be permitted up to thirty (30) consecutive days within one calendar year.
- **SEASONAL HOLIDAY SALES** – The outdoor sale of Christmas trees, pumpkins or other agricultural products customarily associated with a specific holiday shall be permitted as a temporary use in all non-residential zoning districts and in the RA District. Seasonal holiday sales shall be permitted up to forty-five (45) consecutive days during the respective holiday season.
- **AGRI-TOURISM (LEE COUNTY AND ETJ AREAS)** - Agri-tourism events in support of any existing bona fide farming operation are permitted as a temporary use in all zoning districts within the zoning jurisdiction of Lee County and extraterritorial jurisdiction of Sanford and Broadway. Agri-tourism uses may include, but not limited to, the sale of agricultural products as produced from the farm, corn mazes, petting zoos related to customary farm animals, hay rides, and agriculture related educational programs. An agri-tourism event shall be permitted to operate up to a maximum of sixty (60) consecutive days. Such events may include concessions. A single temporary sign shall be allowed in accordance with Section 11.10.2. Agri-tourism events are not recognized within the municipal limits of the City of Sanford and/or the Town of Broadway and any such event must conform to one of the other temporary events as defined in this Section 5.34.

**5.34.2.4 SPECIAL EVENTS OF A RELIGIOUS, CHARITABLE OR CIVIC NATURE.** Any person or organization that desires to conduct a temporary event that is of a religious, charitable or civic nature shall conform to the following requirements:

- A temporary event of a religious, charitable or civic nature shall be permitted only within:
  - Non-residential zoning districts; or
  - Within any residential zoning district wherein such lot is developed as a religious complex or other non-residential use. Vacant lots and/or lots containing existing single-family dwellings shall not be permitted to conduct such temporary use events.
- A temporary event of a religious, charitable or civic nature shall be permitted to operate up to a maximum of thirty (30) consecutive days.
- A single temporary sign (size permitted as set forth in Section 11.10.2 of this Ordinance) shall be allowed for the duration of the temporary event.

**5.34.2.5 TEMPORARY CONSTRUCTION USES.** Contractors’ offices and/or equipment/ storage sheds that are a customary accessory to a construction project (residential or non-residential) may be allowed under a temporary use permit.

- Placement of such a temporary construction unit is limited to a period of time determined by an estimated project completion date and as approved by the Community Development Department.
- All temporary buildings shall be completely removed from the site within ten (10) days of issuance of a Certificate of Occupancy.
- Modular office trailers are permitted as a temporary construction use.
- Such a temporary use may be allowed in all zoning districts.

**5.34.2.6 TEMPORARY REAL ESTATE USES.** Any developer, real estate professional or other similar organization that desires to establish a temporary sales/leasing office within a new residential development shall be permitted one (1) temporary structure under the following conditions:

- A construction trailer, temporary manufactured unit or “model” home may be used as a temporary real estate office in any new construction project for the sale or lease of units within that specific development project only.
- A temporary real estate use may exist until such time that the project is completely sold off or leased out.
- Such a temporary use may be allowed in all zoning districts.
- **MODEL HOME.** A temporary real estate office within a “model home” within a new residential development shall be permitted provided that such home conforms to all applicable building codes.

**5.34.2.7 CARNIVALS AND OTHER AMUSEMENT EVENTS** – Carnivals, amusement rides or other similar events that are not associated with a religious, charitable, or civic organization as set forth under Section 5.34.2.4 shall be permitted as a temporary use in the C-2, HC, LI and/or HI zoning districts. Such temporary events shall be limited to a maximum operating time of ten (10) consecutive days.

**5.34.2.8 SIMILAR AND COMPATIBLE TEMPORARY USES NOT SPECIFIED.** If a particular temporary use is not listed in the Ordinance, the Administrator shall have the authority to grant a temporary use permit for uses that are similar and compatible to those allowed as temporary uses in this Section. Determination of what constitutes similar and compatible shall be made by the Administrator. In such instances, the applicant shall provide the following information: type of use; number of employees; parking/circulation needs; hours of operation; and duration of operation; and any other information as requested by the Administrator.

**5.34.2.9 TEMPORARY RESIDENCE USE (TRAVEL TRAILERS/RECREATIONAL VEHICLES / MOTOR HOMES/CAMPERS)**

The purpose of this Section is to provide a permit process for the temporary occupancy of travel trailers, recreational vehicles, motor homes and campers to ensure compliance with applicable zoning, building and environmental health regulations. Travel Trailers/Recreational Vehicles, Motor Homes/Campers shall be permitted as a temporary residence during the construction of a property owner’s new single-family dwelling, major remodeling to the owner’s existing single-family dwelling or under certain unforeseen circumstances subject to the following requirements and conditions:

- Issuance of a Building Permit for a new single-family dwelling or for major remodeling to an existing single-family dwelling.
- Issuance of a Temporary Use Permit (TUP) for a period not to exceed twelve (12) months. The Temporary Use Permit may be renewed two times for six (6) months and in no case shall it be valid for more than two (2) years from the date of its original issuance.
- The Temporary Use Permit shall become invalid upon completion, expiration or cancellation of the building permit. The TUP may be cancelled for non-compliance with the conditions as specified in this section.
- The property owner shall connect the temporary unit to an approved septic system, public sewer system or dispose of the wastewater in a lawfully approved way.
- The temporary unit shall comply with the minimum building setbacks as set forth in Table 4.7-1: Density and Dimensional Standards.
- After construction is completed and upon issuance of a Certificate of Occupancy, the temporary unit shall be disconnected from all utilities and or/sewage disposal systems within 60-days and can no longer be occupied as a permanent residence.