

	<p><i>Village of Carol Stream</i></p> <p>500 N. Gary Avenue, Carol Stream, Illinois 60188</p>			
	Phone: (630) 871-6230	Fax: (630) 665-1064	Website: www. carolstream.org	E-mail: communitydevelopment@ carolstream.org

Permit Submittal Checklist and Process Temporary Construction and Sales Trailers

Note to applicants:

This handout is intended to assist applicants through the permit process for temporary construction and sales trailers. All items listed under “items needed for a complete permit application” must be submitted. The applicant should review the “helpful tips” for common project requirements. Please note that incomplete applications can cause processing delays.

Items needed for a complete permit application:

- A completed Commercial Permit Application (or apply online: carolstream.org).
- Three copies of a site plan indicating the proposed location for the temporary trailer, including distances from lot lines. The location of portable toilet facilities, refuse containers and any storage/cargo containers must also be shown on the site plan.
- Three copies of the electrical installation plans for the temporary trailer, including the type and size of conduit being installed, the type and size of wires being installed, the amperage rating for the electrical service in the temporary trailer, and the grounding details for the electrical service for the trailer. If electrical service lines will be routed overhead, information specifying the height of the wire and specifications on the poles to be used must also be provided.
- Three copies of the trailer manufacturer’s anchoring recommendations and details.
- A copy of the electrician’s license is to be submitted, if electrical work is to be done.
- A copy of the plumbing contractor’s license and plumber’s license is to be submitted, if plumbing work is to be done.
- If the trailer will be connected to the sanitary sewer and/or public water systems, details regarding the size, type and location of pipes and connections will be required.

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- For residential project sales trailers, a parking lot layout and landscape plan must also be submitted. Separate permits are required for the parking lot construction as well as for any signage.
- The permit application fee, which is \$200 *plus* the Development Services Fee (\$50 minimum). For trailers with sewer and/or water connections, additional permit fees will apply.

Helpful tips:

- The trailer should be located so that conflicts with site construction activities do not occur. Access for emergency response vehicles and personnel to the trailer must be maintained throughout the construction project. The length of electrical service feeds should be minimized and should not interfere with site construction activities.

Inspections (24-hour advance notice required for inspection scheduling):

- For trailers connected to electric service only, a final inspection is the only inspection required. Once the trailer has been installed and properly anchored, and the electrical work has been completed, the applicant or contractor should call the Community Development Department as soon as possible for a final inspection. **Please note that Commonwealth Edison will not connect the electrical service until the Village has approved the final inspection.**
- Additional inspections are required for trailers connected to sewer and/or water services. Required inspections may include sewer or water system taps, water meter, and inspection of the service lines prior to backfilling. It is the applicant's responsibility to call for the required inspections as applicable to the nature of the installation.

**Contact the Community Development
Department at (630) 871-6230 if you have any questions
regarding the building permit or inspection process.**

