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## COACH / JOB TRAILER COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

### How to Apply for a Building Permit:

- Visit our online portal at [www.carsoncity.gov/building](http://www.carsoncity.gov/building)
- Click on the link called "Online Portal – Submit Your Building Permit Application Online."
- Click on the box called "Login or Register" to either create an online account or log into your account to start the permit process.

### General Information:

- A Temporary Power Pole for electrical service is included with the coach permit.
- A minimum plan submittal must include the following items:
  - One complete site plan in digital format
  - Completed Authorization for Commercial Coach as Temporary Office or Construction Office form.

### Plan Submittal:

- Upload one complete set of digital plans with supporting documents in PDF format, ensure pages are accurately named/labeled, and that the pages face the same way for legibility. Minimum Plan size is 11"x17", landscape format only for all documents, all pages to be uniform in size and format. Embed supporting documents.
- Documents submitted for review are required to be stamped or sealed, pursuant to the legal requirements for that specific design professional.

### Site Plan must contain the following information to constitute a complete plan submittal:

- Provide North Arrow.
- Site plan must be drawn to an approved engineering scale (1" =10', 1" =20' & 1" =30'). Indicate on the Site Plan the approved engineering scale used.
- Provide APN (Assessor Parcel Number) and address of proposed project.
- Show the complete parcel with all property lines dimensioned.
- Show all existing structures on the property.
- Provide dimensioned minimum Planning Division established setback lines around inside perimeter of the property line. This is commonly referred to as the "Building Envelope".
- Provide dimensioned setback lines between the proposed construction and the property lines.
- Provide dimensioned setback lines between the proposed construction and other structures on the same parcel (existing and proposed).
- Utilities: Show all utility laterals to the building (water, sewer, power).
- Indicate the street name(s) that borders the property.
- Right-of-way improvements: All existing and proposed right-of-way improvements including curb, gutter, and sidewalk shall be shown.
- Provide a Drainage Plan that shows the direction and percentage of flow around the perimeter of the proposed construction. The finished grade must have a minimum of 6" (six inches) (5% min.) of fall for the first 10'-0" away from the foundation; however, finished grade must not allow drainage to flow towards neighboring structures or cross property lines. Drainage should either flow toward the public right-of-way or be designed to be retained on the property (2018 IBC 1804.3).
- Indicate the applicable construction codes for the project. Typically, the minimum codes are the 2018 IBC and the 2017 NEC for temporary offices, without plumbing.
- Provide a section detail of the exterior stairs, which shows compliance with the rise and tread depth, landing and handrail requirements of the 2018 International Building Code (2018 IBC). Note: Maximum rise is 7", Minimum tread depth is 11" (2018 IBC Section 1009.3 and 1011).
- Provide accessibility requirements per ICC A117.1 and 2009.