



Salt Lake City Building Services
451 South State St., Room 215
PO Box 145490
Salt Lake City, UT 84114
801-535-6000
slcpermits@slc.gov
Apply for the permit online @
www.slcpermits.com

Office Only

7/2025

WORKSHEET FOR RELOCATABLE TRAILERS/OFFICES

BLD #:

Date:

Expiration Date:

Property Address:

Applicant Name:

Phone:

Applicant's Address:

E-mail:

The following information is required to obtain a permit for a Relocatable Trailer or Office.

1. Apply for a Temporary Use Permit @ www.slcpermits.com
2. Provide a [Site Plan](#) showing the following information to [ProjectDox](#) for plan review:
 - Location of hard-surfaced parking, show striped parking areas and ADA parking stall location(s).
 - Location of landscaped areas.
 - Location of Accessible routes and ramps to the temporary office.
3. Provide building details information showing the following to [ProjectDox](#) for plan review:
 - The temporary office floor plan; show the location of an ADA accessible bathroom.
 - Show exterior wall and opening protection based on the location of the property.
 - Stair details showing the landing, rise & run, handrails and guardrails.
4. Provide attachment/anchoring information for D2 or E; 115 mph min. min., 3 second wind gust
5. Complete and Upload the Cash Bond agreement.

Required Base Fee: \$110.00 Required Cash Bond Amount: \$1,000.00 per Trailer or Office.

I UNDERSTAND THAT THIS PERMIT IS VALID FOR 365 DAYS AND MUST BE RENEWED ANNUALLY. A 60 DAY EXTENSION MAY BE GRANTED UPON WRITTEN REQUEST TO THE BUILDING OFFICIAL BEFORE THE END OF ORIGINAL PERMIT PERIOD.

SIGNATURE:

DATE: