



Division of Buildings
& Safety Engineering
One City Square
Suite 305
Warren, MI 48093
586-574-4504

**Procedure for Temporary Trailer Permits
Mobile (Office/Storage)
As permitted in the MBC 2015 Sec 108.1 & 3103**

1. A standard building permit application is to be filled out and submitted along with four copies of the site plan drawing indicating the size and location of the trailer on the property. In addition, a letter from the applicant describing the use of the trailer and the length of time it will be on the site. The site plans are to be drawn on 8 ½" x 11" or 8 ½" x 14".
2. All plans are to be reviewed and signed by the Building Division and the Fire Marshall. All temporary structures shall comply with the MBC and when applicable Zoning Sec 5.01 Item (G).
3. A copy of the permit and approved site plan shall be kept on file at the Building Division and on site at all times.
4. A \$250.00 permit fee is due at the time of permit issuance (permit fee Item (8) per Council resolution 4/12/11).
5. The permit is good for 180 days at which time a new building permit application must be submitted.