

### CONSTRUCTION/SALES TRAILER HANDOUT



Permit submittals are now available online at our  
Citizen Self Service Portal.

Please visit the link below to register and apply

<https://Citizen.palatine.il.us>

This information is designed to assist an applicant in applying for a permit for a construction or sales trailer. Special circumstances or unique designs may require Village Staff to request additional information or details.

#### ZONING REQUIREMENTS

- Trailer must be placed on private property, not in any public right-of-way or easements
- Trailer placement may not exceed the duration of the project

#### FIRE PREVENTION REQUIREMENTS:

- All construction trailers will be provided with a separate address for 911 purposes
- Fire extinguisher is required
- Emergency and exit lights are required

#### CONSTRUCTION REQUIREMENTS

- Drawings must include the following information:
  - Plat of survey/site plan showing proposed location of the construction trailer
  - Indicate how the trailer is anchored to the ground
  - Indicate electrical service amperage and locate all electric power poles on plan
  - Indicate if the trailer frame is ground to an approved ground rod
  - Indicate location of fire extinguisher on plans
  - Indicate location of exit and emergency lights on plans
  - ADA accessibility and washroom facilities for sales trailers

#### IN PERSON AND ONLINE SUBMITTAL REQUIREMENTS:

- 1 set of construction drawings meeting the above requirements
- Completed permit application (in person only)
- Contractors must be registered and bonded with the Village prior to the permit being issued

For permit applications and additional building information, please visit our website

<http://www.palatine.il.us>