



BUILDING PERMIT REQUIREMENTS FOR INSTALLING TEMPORARY HOUSING UNITS

- A.** Temporary structures for habitation, may include, but not limited to, trailers, recreational vehicles, manufactured or modular homes, tiny homes, storage containers and similar configurations, and existing-legal structures.
- B.** Temporary housing requires a Temporary Use Permit. The use permit must be approved prior to applying-for a building permit to install/construct.
TUP Application: <https://srcity.org/DocumentCenter/View/2632/Conditional-Use-Permit-PDF>
- C.** Temporary housing may be subject to Sewer and Water Demand Fees, Park, Capital Facility, and Housing Impact Fees, but most fees can be deferred for the term of the Temporary Use Permit. A separate Fee Deferral Agreement is required to be executed prior to building permit issuance. See staff for details and documents required.
- D.** Self-contained RVs (or similar structures) are not required to be connected to utilities (electricity, sewer, and / or water) if they are certified and classified as being a self-contained RV. The RV may be connected to on-site utilities (the plans must show how and where each connection is proposed). Refer to City standard detail for temporary connection to sewer).

Note: If connection to electricity, sewer, or water is not proposed; a means to provide electricity, sewer and water servicing shall be indicated on the plans.
- E.** Modular or mobile homes (or any unit that is not self-contained and cannot provide its own electricity) must be connected to electricity, sewer, and water.
- F.** "Tiny Homes" must meet the requirements and be certified by the appropriate Agency as a Manufactured Home ("MH"), Factory-Built Housing ("FBH"), Recreational Vehicle ("RV"), Park Trailer ("PT"), Camping Cabin ("CC"), or approved and inspected for compliance with California Residential Code or California Building Code (CRC or CBC).

** Depending on unit type, configuration, distance from Fire Department Access, and similar factors, will determine if fire sprinklers may be required.*

** THE CITY OF SANTA ROSA CANNOT INSPECT OR CERTIFY UNITS THAT HAVE ALREADY BEEN CONSTRUCTED. ANY UNIT THAT IS NOT REGULATED BY THE CALIFORNIA BUILDING CODE, OR RESIDENTIAL CODE IS REQUIRED TO BE CERTIFIED BY A DIFFERENT AGENCY.*

SUBMITTAL REQUIREMENTS – Temporary Residential Structures (3 complete sets of plans are required)

1. Completed building permit application:
<https://srcity.org/DocumentCenter/View/2614/Building-Permit-Application-PDF>



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SUBMITTAL REQUIREMENTS – Temporary Residential Structures (cont.)

2. Site plan with all dimensions. (5 copies). Example:
<https://srcity.org/DocumentCenter/View/2289/Residential-Site-Plan-Example-PDF>
3. Indicate the type of unit (RV, Modular Home, Manufactured/Mobile Home, Tiny Home, or other).
Note: if unit is governed by California Code of Regulations Title 25, (Tiny Home, RV, Modular, Manufactured) – provide certification information from appropriate agency.
4. Indicate locations of Electrical, Water, and Sewer connections (if applicable). All must be shown as complying with the applicable California Codes.
5. If the unit is of a type that requires a foundation – provide State approved foundation system; or conventional foundation system designed by a structural or civil engineer.
6. Unit(s) cannot encroach into any required setbacks.
7. Units(s) may not encroach into or over any existing drainage, utility or access easements.
8. Address must be clearly-displayed on the parcel for emergency service purposes. See City standard for addressing.

SUBMITTAL REQUIREMENTS – Conversion of existing legal-permanent structures for temporary housing on residentially zoned properties:

Note: 5 complete sets of plans are required.

1. Completed Building Permit Application:
<https://srcity.org/DocumentCenter/View/2614/Building-Permit-Application-PDF>
2. Depending-on the existing building use and configuration; refer to the residential alteration checklist: <https://srcity.org/DocumentCenter/View/18246/Construction-Documents-Submittal-Requirements-for-Remodel-and-or-Additions-to-Residential-Projects> for submittal requirements.

Note: Check with Building Division for assistance for proposals to convert structures in non-residential districts to temporary housing.