



## CHECKLIST FOR SALES TRAILER

**Project Name** \_\_\_\_\_

In order to provide excellent service to the Town of Gilbert's customers, each submittal must have (2) two copies of the listed requirement.

### **Code Enforcement Department**

- ∞ If using a generator a letter must be submitted stating times to be in use

### **Building Department**

- ∞ Completed Building Permit Application (both sides)
- ∞ 8x11 plan drawings with placement of trailer, floor plans, parking plans, and all important buildings.
- ∞ Ramp details (must be ADA approved ramp details)
- ∞ Electrical, water and sewer plans (if applies)
- ∞ B-occupancy with 10' setbacks from property line
- ∞ Location of generator
- ∞ Type of fuel for generator
- ∞ Capacity of generator fuel tank
- ∞ Describe how the fuel tank will be re-fueled

Fees from the Building Department will be paid at permit issuance. Please allow five working days to process permit.

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Signature

Date

Phone