

**CITY OF ANTIOCH
MINOR ADMINISTRATIVE USE PERMIT APPLICATION
TEMPORARY CONSTRUCTION TRAILER**



PURPOSE

An Administrative Use Permit is required for a temporary construction trailer. Staff will review impacts associated with circulation and parking along with any other potential impacts associated with the placement of the trailer. The construction trailer is to be located on private property.

§ 9-5.3821 TEMPORARY CONSTRUCTION BUILDINGS AND USES. Temporary buildings and uses for construction purposes may be permitted for periods not exceeding one year provided an administrative use permit and a building permit shall first be secured, and the Building Official has provided for the subsequent removal thereof. (Ord. 897-C-S, passed 10-25-94) Penalty, see § 9-5.2904

PROCESS:

Processing an Administrative Use Permit application takes approximately 3 weeks. Please submit your application and all requirements (listed below) THREE WEEKS prior to your event.

Please be aware that planning applications will be automatically withdrawn if an applicant receives an incomplete letter and does not resubmit a substantive response within 120 calendar days. The Zoning Administrator may grant a written extension for up to an additional 90 calendar days when the applicant shows good cause for an extension. Delays due to circumstances outside the applicant's reasonable control will be considered good cause to grant the extension.

**Application should be submitted online through the
City of Antioch Civic Access Portal online at the link below:**

<https://antiochca-energovweb.tylerhost.net/apps/selfservice#/home>

*Any questions regarding the application process should be emailed to:
planning@antiochca.gov*

REQUIREMENTS FOR ONLINE SUBMITTAL

- Upload a .pdf site plan showing the location of the trailer, access to the site, handicapped accessibility and parking in relation to the rest of the site.
- Written description explaining the need for the trailer, the time period the trailer will be on the site, etc.
- Written property owner approval for the specified dates and times.
- Proof of liability insurance with a minimum of one million dollars (\$1,000,000) with the City of Antioch named as an additional insured evidenced by an additional insured endorsement.
- Refer to the [Planning Fee's 2023-2024](#) chart for current application fee.

**You may also need to apply for a separate permit from other agencies depending on the type of event.
Please contact them directly for their requirements.*

Contra Costa County Fire Department	(925) 941-3300
Contra Costa County Environmental Health	(925) 692-2500
City of Antioch Building Department	(925) 779-7065