



City of Mansfield

Jodie Perry, Mayor

Bureau of Building Inspections, Licenses and Permits

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Job Site and On-site Office/Equipment Trailers Approval Requirements (Job Trailers, Construction Trailers, Equipment Trailers)

Construction projects frequently require contractors to maintain temporary on-site office and storage facilities. On-site office facilities may be referred to as office trailers, job trailers, construction trailers, project offices, storage trailers, etc. On-site offices that are occupied and/or provided with electrical service shall be approved by this office under the Ohio Building Code as follows.

~~Code Requirements and References:~~

OBC 3110.1- Mobile units used for temporary occupancy for travel, recreation, or vacation purposes are not regulated by this code. All similar mobile units used for any other purpose are regulated by this code and shall be regulated by this code and shall be classified with respect to use in one of the applicable groups.

OBC Section 312.1- Utility and Miscellaneous Group U. Buildings and structures of an accessory character and miscellaneous structures not classified in any specific occupancy *and not used for agricultural purposes as defined in Section 3781.06 of the Revised Code*, shall be constructed, equipped and maintained to conform to the requirements of this code commensurate with the fire and life hazard incidental to their occupancy.

OBC 111.1.6 Temporary structures occupancy. A building intended to be erected, placed and used for a period of time not to exceed 180 days that has been determined by the building official to be in compliance with Section 102.7 shall be issued a "Certificate of Occupancy for Temporary Structures." The building official is authorized to grant extensions for demonstrated cause.

OBC 102.8 Temporary structures. The building official is authorized to issue approvals for temporary structures. Such approvals shall be in the form of a "Certificate of Occupancy for a Temporary Building" in accordance with Section 111.1.6. This section does not apply to time-limited occupancies in existing structures.

OBC 102.8.2 Conformance. Temporary structures shall conform to the structural strength, fire safety, means of egress, accessibility, light, ventilation and sanitary requirements of this code as necessary to ensure the public health, safety and general welfare. Temporary tents and membrane structures shall also comply with the applicable provisions in Section 3102.

OBC 102.8.3 Termination of approval. The building official is authorized to terminate approval for a temporary structure and to order the temporary structure to be discontinued if conditions of the approval have been violated or the structure or occupancy poses an immediate hazard to the public or occupants of the structure.

NEC 550.4 General Requirements. (A) Mobile Home Not Intended as a Dwelling Unit. A mobile home not intended as a dwelling unit — for example, those equipped for sleeping purposes only, contractor's on-site offices, construction job dormitories, mobile studio dressing rooms, banks, clinics, mobile stores, or intended for the display or demonstration of merchandise or machinery — shall not be required to meet the provisions of this article pertaining to the number or capacity of circuits required. It shall, however, meet all other applicable requirements of this article if provided with an electrical installation intended to be energized from a 120-volt or 120/240-volt ac power supply system. Where different voltage is required by either design or available power supply system, adjustment shall be made in accordance with other articles and sections for the voltage used.



Application for Job Site and On-site Office/Equipment Trailers

Application Number(s) to which Trailer placement is accessory to: _____

Submit one application for each job site or on-site office trailer. Please print or type. All sections must be completed. Please note that all contractors must be registered in accordance with City Code Part 13, Chapter 1333.

Project Information			Applicant Information		
1	Name		4	Name/Title	
2	Address		5	Company	
3	City, Zip		6	Address	
Fees are to be paid at the time of application. Fees are charged per trailer for a code compliance inspection per the most current fee schedule as adopted by the City of Mansfield.			7	City, State, Zip	
			8	Phone	
			9	Email	
Installing Contractor for Trailer			Electrical Contractor		
10	Name/Title		16	Name/Title	
11	Company		17	Company	
12	Address		18	Address	
13	City, State, Zip		19	City, State, Zip	
14	Phone		20	Phone	
15	Email		21	Email	
			22	OCILB License	

Please answer all of the following questions and attach the information as described below:

- 23. How long will the trailer be on-site and used for this project? _____
- 24. What is the size of trailer (width x length, in feet) _____
- 25. Intended use of trailer (offices, storage, conference room) _____
- 26. How will the trailer be anchored? Describe the type of anchors and the number of anchor points. Show the location of the anchors on the floor plan as submitted as part of item 9 below. _____

- 27. How many exterior doors in each trailer and the size of each door? _____
- 28. Describe the exits and exit discharge, (pre built stair assemblies, site built stairs/deck/ramp) _____

- 29. Where are the plumbing fixtures located (porta-pots, location of toilet facilities, sinks, and drinking fountain/water cooler?) _____

Attach the following information

- 30. A site plan showing the trailer location, property lines, electrical service, other utilities, other structures and trailers, and the location of the toilet facilities.
- 31. A single line electrical diagram indicating
 - a. Size, Voltage, and Phase Configuration of Electrical Service
 - b. The location and size of Electrical Panel/OCP
 - c. The location and size of Electrical Disconnect/OCP
 - d. Methods of grounding (wire size, frame ground, ground rods , conduit size and specs)
 - e. How the service entrance and feeder are conductors being protected (rigid conduit, direct burial, etc.)
- 32. A copy of the trailer manufacturer’s anchoring recommendations and details. The anchoring system shall resist a 90 mph 3 sec wind gust or 80mph sustained wind load per OBC, section 1603.1.4. If the trailer is not designed to resist the required wind loads due to the construction type, it is the responsibility of the owner to require the trailer to be vacated prior to the winds exceeding the trailer’s maximum design wind load.
- 33. A dimensioned floor plan of the trailer showing the use(s) of the rooms.
- 34. A copy of the deck, stair, and landing plans and/or details for decks that will be constructed (ref item 15 above)on site to serve one or more trailers. These plans may need to be sealed by an Ohio Registered Design Professional.

Please note that Construction trailers are exempt from the Ohio Building Code handicap accessibility requirements as stated in OBC section 1103.2.6. However, depending on the specific use and occupancy of the proposed trailer, verification of the following may be required:

- Accessible Handicap Parking and/or drop off areas
- Accessible routes to the trailer including walkways, ramps and handrails
- Accessible portable Toilet facilities
- Accessible door entrances / exits to and from the trailer

I hereby certify that I am the Owner Agent for the Owner and all information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence and approvals in connection with this application should be sent to my attention at the address shown above.

Applicant Signature _____ Date _____

CITY OFFICE USE ONLY Note Temp Structures Occupancy for issuance per OBC 111.1.6 and 3410.1