



City of Atascadero

COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

TEMPORARY HOUSING DURING CONSTRUCTION SUBMITTAL CHECKLIST

INTAKE MEETINGS ARE REQUIRED AND BY APPOINTMENT ONLY.

MON – THURS BETWEEN 9:00 A.M – 3:30 P.M. AND FRIDAY BETWEEN 9:00 A.M. – 11:30 A.M.

*Note: Incomplete submittals and walk-in submittals will **not** be accepted at the counter.

SEISMIC DESIGN CATEGORY C, D or E - CLIMATE ZONE 4 - WIND ZONES 92 M.P.H - EXPOSURE ZONE “B” OR “C”

ZONING ORDINANCE - NATIVE TREE ORDINANCE - ATASCADERO MUNICIPAL CODE - 2025 CBC - 2025 CRC - 2025 CEC
2025 CPC - 2025 CMC - 2025 CGBC – 2025 CWUI - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE
(TITLE 24)

A request for temporary on-site housing and cargo storage unit during a construction project may be approved for single-family residential projects only. The Building Official must review and approve all temporary housing and cargo storage unit submittals. Temporary housing and cargo storage unit permits may not be issued prior to issuance of main house permit. Only one temporary housing unit and one temporary cargo storage unit (maximum 8' x 40') may be approved for each residential parcel. An applicant must demonstrate site suitability, including setbacks from slopes, and all temporary housing units must be connected to an approved sewer or septic system and an approved electrical power source. A mobile home or modular home submittal must include a State approved foundation plan or a foundation system designed by a licensed architect or engineer. An RV or 5th wheel unit must be chalked in place or otherwise secured in a manner approved by the Building Official. Temporary units may be approved for up to 18 months and must be removed prior to final occupancy approval of the main house. All temporary units must be maintained in a safe and sanitary manner. Decks must meet *Construction Requirements for Fire severity Zone* Standards, and plans and a permit are required for decks, landings and stairs over 30" above grade.

Permit Submittal Checklist:

- Addendum Application: Signed by Property Owner, Authorized Agent, or Licensed General Contractor.
- Construction drawings - 2 sets: Only if a foundation system is required.
- Site Plan - 2 sets: Site plan must show topography; drainage, rear, front and side setbacks; location of native trees with drip line within 20' of any construction activity; location of all structures, septic tank, leach fields, sewer lines and driveways, and distance to property lines. Sedimentation and erosion control measures must be incorporated into grading/ drainage plan and shall be in place during the duration of construction.
- Trees: A tree protection plan is required for all construction within 20' of the dripline of any native tree. An Arborist report from a certified Arborist is required for all construction within the dripline of any native tree. A separate tree removal permit is required if any native tree is proposed for removal. If there are no native trees on the site, please note that on the site plan.
- Driveway: If the project driveway is required for Fire Department access, the driveway must have an all-weather surface, approved by the City Fire Department prior to occupancy.
- Grant Deed/ Title Report: Required if applicant name is different than County Assessor's records.
- Temporary Construction Power: Indicate electrical source on site plan if applicable. Complete and sign temporary power affidavit with completed application (available on-line or at permit counter).

Additional items to include:

- Depict the septic, water, and electrical hookups, including points of connection, for the Temporary Housing Trailer.



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- Clearly identify the trenched routes for all utilities serving the Temporary Housing Trailer. Indicate the materials used, trench depths, and conductor sizes.
- specify the method by which the Temporary Housing Trailer will be secured in place while on site.
- Clearly specify on the plans: "The utility infrastructure routed to the Temporary Housing Trailer shall be installed for the duration of construction only and shall be removed prior to Final Inspection of the Main Permit".
- Clearly identify on the plans the distance between the Temporary Housing Trailer and the property line, as well as the distance between the Construction Trailer and the property line.
- Clearly specify what items will be stored in the Temporary Construction Trailer (if applicable).
- Clearly specify on the Site Plan all "Existing Unpermitted" structures.
- Clearly label all structures on the Site Plan for clarity.
- Provide the following compliance statement on the Site Plan: "This project shall comply with Title 24 and the 2025 California Residential Code, the 2025 California Plumbing Code & the 2025 California Electrical Code.
- Provide a signature on each sheet from the individual responsible for the preparation of the sheet. [The Business and Professions Code 5536.1]

Email: permitcenter@atascadero.org if you have questions.

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