



CITY OF CHICAGO

DEPARTMENT OF BUILDINGS

Model Sales Centers (Trailers)

I. Definition

A “Sales Center – Trailer” is a structure that is used to generate sales of a development prior to actual construction of the development. The trailer is a temporary structure located on or adjacent to the development site, accessible to the public, and staffed with personnel. The structure is manufactured off-site and delivered to the location and placed on a site-built foundation system and attached to site built features and entrances/exits.

Below are the Rules and Guidelines for the design and permit submittal of such structures.

II. Rules of Construction

1. The occupancy of the structure will be classified as a Class E, Business per 3(13-56-120)
2. The height limitations shall follow the requirements for a Class E, Business occupancy per Table 5(13-48-030)
3. The Maximum Areas shall follow the requirements for a Class E Business occupancy per Table 5(13-48-070)
4. The construction type of the trailer shall be based on evidence provided of the hours of fire resistance per Table 6 (13-60-100). If there is no evidence which would allow the categorization of the construction type, than the most restrictive requirements shall govern.
5. The location of the structure on the lot shall be governed by Zoning set back requirements as well as the construction type of the trailer, which ever is more restrictive. The trailer may be located within the fire limits.
6. The Manufactured structure shall be located a minimum of 6 feet from an interior lot line and 12 feet from any other structure on the same lot except structures that can provide evidence of minimum 1 hour fire resistance of all exterior walls. In that case, the structure may be located not less than 3 feet from an interior lot line and 6 feet from another structure on the property.
7. All elements of the site design must conform to the Zoning and Landscape Ordinance requirements, such as plantings, parking space sizes, clearances, etc.
8. Site-built features or attachments such as stairs, ramps, entrances, etc., shall be located on the site per the code sections on Porches, Decks, Weather-Protected Entries and/or Open stairs, Sections 7(15-8-320, 321, 323, and 324). Any other site-built features that would not fall under one of the above categories, shall be located a minimum of 6 feet from an interior lot line and 12 feet from another building on the lot.
9. The exiting requirements of the structure shall follow the requirements for Class E, Business occupancy for number, capacity, and size of exits, travel distance, sprinklers, etc.

10. The Foundation shall follow the requirements of Chapter 13-132. Specifically a foundation below the frost line is required of adequate bearing capacity. Full footings are not required; piers of adequate bearing capacity may be used. If the installation will only be in the summer (ie. Removed before winter), then Tie-down will be sufficient. Tie-downs only are not allowed for an installation that will remain in place in the winter.
11. Chapter 18-11 Accessibility shall be followed in its entirety. Specifically:
 - a. Provide an accessible parking space with accessible route to entrance
 - b. Provide an accessible entrance
 - c. Provide Areas of Rescue Assistance at all required means of egress stairways
 - d. Provide Accessible toilet(s) with elevations showing all fixture height dimensions
 - e. If provided, drinking fountains must be accessible Hi-Lo
 - f. Provide accessible reception desk
 - g. All doors to be 3'-0" wide min. with lever operation; have 18" on the pull side; have 12" on the push side if door has a closer; and proper clear floor space in front of the door.
 - h. Ramp slope, width, length, railings must be in full compliance.
 - i. All informational and directional signage to comply fully
 - j. All stairs to meet accessibility technical requirements
 - k. Provide detection at the top landing of all open stairs for the visually impaired.
12. Natural Light and Natural Ventilation are not required based on the Class E, Business occupancy
13. Mechanical ventilation will be provided at a minimum of 60CFM per 100sf of floor area for supply and 30 CFM per 100sf of floor area for exhaust for all office areas and a minimum of 100 CFM per 50sf of floor area for exhaust for the toilet room.
14. The source of the heat may be electric or gas, but must be properly vented.
15. Provide a complete Refrigeration application/data sheet.
16. If Water and Sewer service is available at the site, the plumbing shall be connected to those services, even in a temporary structure.
17. If chemical toilets are intended, then a variance must be approved by the Executive Director.
18. If a water cooler using bottled water and a hand sanitizer are intended, then a variance must be approved by the Executive Director.
19. All Electrical wiring to be in conduit with adequate grounding and disconnect. Plans to indicate all electrical fixtures as well as emergency lights and backup power source.
20. Compliance with the Energy Code is not required for the manufactured structure.
21. Sales Center installation shall be subject to full field inspection prior to its temporary business use as a sales center.
22. The use and installation of such a Sales Center shall have a maximum time limit of 18 months after approval by field inspection. The installation may be extended for an additional 6 months twice upon application to DOB and approval by the Department of Buildings. The permit fee for the extensions shall be 25% of the full permit cost of the original installation for the first extension and 50% of the full permit cost of the original installation for the

second extension. If the installation is to remain after the allowable extensions, a full application and review must be submitted and the structure is subject to additional and further code requirements up to all of the requirements for a permanent structure.

III. Submittal Requirements

1. A completed building permit application and two sets of permit drawings are required for review of a Sales Center.
2. The drawings will indicate the location on the lot with full dimensions and detail any and all site constructed features and all landscape features.
3. The manufacturer's drawings of the actual trailer shall be signed and sealed by either the design architect/engineer at the manufacturer's establishment or the Architect of Record. If there are no manufacturer's drawings because it is a "used" model, manufacturer's drawings are not expected or required.
4. The full submittal of drawings shall be signed, wet sealed and certified by the Architect of Record.
5. The time limit of the installation shall be clearly and boldly indicated on the permit drawings as well as detailed in the Description of Work on the Permit Application.
6. The permit drawings will clearly indicate sources of all utilities including Potable Water, Sewer, Electricity, and cable/networking.
7. If requesting a variance for not connecting to Water and Sewer services, provide a letter addressed to the Executive Director for the use of a self-contained unit for water supply and sanitary removal.
8. An Electrical Application shall accompany the Building Permit Application and Permit Drawings.
9. A Refrigeration Application shall accompany the Building Permit Application and Permit Drawings as applicable.
10. The permit application will be reviewed under either Developer Services or the Self-Certification programs unless an exception is granted by the Executive Director for the project to be reviewed under the Standard Process.
11. Permit fees shall be accessed in the same manner as any other permit.