TEMPORARY RESIDENCE
For Occupancy During Construction

A mobile home, recreational vehicle, travel trailer, or an existing home on a property may be temporarily occupied during the construction of a permanent residence. The owner must have a building permit issued for the proposed permanent residence and must deposit money in order to ensure timely removal or conversion of the temporary residence once construction of the permanent residence is completed.

The temporary residence must be removed from the premises, or in the case of an existing residence, be converted to an approved non-habitable accessory building, within ninety (90) days after the date of occupancy, at such time when no active building permits pertain to the project, or two (2) years following the issuance of the building permit for the proposed permanent residence, whichever occurs first. (per Sec. 4.10.380)

APPLICATION REQUIREMENTS

☐ Application form (on the back of this page)

☐ Application Fee

☐ One (1) site plan, drawn to scale, showing the location of the temporary residence on the property as well as the location of all existing and proposed structures.

        If a septic system will be used for the temporary residence, the site plan must first be approved by the Department of Environmental Health field office. Contact DEH at (408) 918-3400 or for South County properties at (408) 779-0631.

☐ Proof of sewer connection (if not using septic system).

☐ Performance Agreement (attached).

After your Temporary Residence application has been approved and the TR Permit is ready to be issued, the project planner will contact you to arrange for payment of the $ 5,000 deposit.
TEMPORARY RESIDENCE APPLICATION FORM

Owner’s Name: ____________________________________________
Mailing Address: ____________________________________________
____________________________________ Phone: ______________

Applicant’s name: __________________________________________
Mailing Address: ____________________________________________
____________________________________ Phone: ______________

Site Address: _______________________________________________
Assessor’s Parcel Number: ____________________________________

Type of Proposed Temporary Residence: ________________________
Size (square feet): _______________ Height: _______________

__________________________________ ____________
SIGNATURE DATE

OFFICE USE ONLY

Date received____________________ Bond Type: Cash ☐ Check ☐ CD ☐
Taken in by________________________ Plan Check #: ___________________
Approved: ☐ ____________________ Building Permit #: ________________
Denied: ☐ ________________________ Refund will be issued to:
By_____________________________ ____________________________
Date____________________________ Bond Release Date_________________
PERFORMANCE AGREEMENT

WHEREAS, ____________________________ ("Principal") has been required to meet County standards and conditions per Section 37-11.3 of the County ordinance in accordance with the attached plans as a condition to issuance of the Building Permit; and

WHEREAS, Principal is required to complete performance of all conditions within ninety (90) days from the date of occupancy of the permanent dwelling or within two (2) years from the date of issuance of the Building Permit, whichever occurs first;

NOW, THEREFORE, Principal deposits herewith the sum of ____________________________ ($_________) in the form of ____________________________. Said sum is deposited to assure performance of all obligations set forth within the time specified above. This bond shall remain in full force and effect until acceptance of the work by the County. Upon acceptance, the County shall relinquish such funds as are herewith deposited, without interest.

In the event the Principal fails to fulfill his obligations under the agreement, the deposited funds may be used by the County to complete the above obligations and to pay all reasonable expenses and attorney's fees, if any, incurred by the County in completing the obligations. If the amount herewith deposited is insufficient, the Principal shall be required to pay the deficit.

Dated:_____________________________ Bond Register Validation

___________________________________
Principal Name

___________________________________
Principal Signature