

GUIDELINES FOR COMMERCIAL TRAILERS

When applying for a permit to install a trailer used as a building or any other prefabricated buildings for commercial use, there are a few items that must be documented to review for building and zoning code compliance. These items need to appear on the plans submitted with the application form for a permit. They are related to requirements in the Ohio Building Code (OBC), 2024 edition, and the current City of Mason Zoning Code. A copy of the building code is available for reference at the Engineering and Building Department. The Zoning code is available online.

[Mason Zoning Code](#)

A building permit is required for occupied temporary trailers and permanent trailers. For **construction-only trailers**, a completed permit application for the temporary electric power supply and an inspection are required. For **other occupied temporary and permanent trailers**, a completed permit application and provide construction documents drawn to scale with the information shown in the following notes are required.

TEMPORARY TRAILERS (for 180 days or less)

1. The trailer must be an Industrialized Unit approved by the Ohio Board of Building Standards based on the 2024 OBC for the proposed occupancy. The OBBS approved construction documents are required showing the approved type of occupancy, such as Office, Assembly, Education, etc. The temporary anchoring system must be included in the OBBS plans or provided separately.
2. A Site Plan is required to show the location of the trailer from the other buildings and the property lines. A Site Plan prepared by a registered surveyor is preferred, but is not required. Per regulations in the OBC, the trailer typically must be 20 feet minimum from all other buildings and 10 feet minimum from the property lines. The location and floor area of the trailer(s) must also meet the requirements of the City of Mason Zoning Code. Please call our office if you have any questions or if you need assistance using either code.
3. The electric service can be overhead or underground. Show the electric service size (in amps) and the size and type of the service entrance conductors.
4. Restrooms must be in the trailer itself or in an adjacent facility served by the trailer within 500 feet. The restrooms must be accessible in accordance with the ICC A117.1 Accessible and Usable Building and Facilities.
5. An accessible route in accordance with the ICC A117.1 is required from the accessible, paved parking to the entrance of the trailer, including a ramp and landings with exterior lighting. A paved smooth surface (concrete or asphalt) with a slope no more than 1 in 20 (or an intermediate ramp) is required from the parking to the ramp.

PERMANENT TRAILERS (for more than 180 days)

Permanent Trailers must meet all the requirements for Temporary Trailers listed above with the following changes and additional requirements:

1. A foundation and anchoring system is required and must be designed by an Ohio registered design professional.
2. The electric service must be underground.
3. Restrooms are required in the trailer, unless it is less than 100 square feet.

INSPECTIONS

All permits require inspections and the permit holder is responsible for arranging all inspections. The required inspections vary depending upon the type of trailer. Inspections are required for all foundations, framing (for ramps, landings, etc.), electric and final. **Plumbing plan review, permits, and inspections are conducted by the Warren County Health Department. Please visit their website at www.warrencohealthoh.gov.**

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