

Temporary Structure (PODS) Registration  
City of Neptune Beach  
116 First Street • Neptune Beach, Florida 32266-6140  
(904) 270-2400 ext 4 • FAX (904) 270-2432 •



Owner's Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address for which registration is being made: \_\_\_\_\_

Reason for temporary structure: \_\_\_\_\_

First date of placement \_\_\_\_\_ Date of removal \_\_\_\_\_

**Sec. 27-331. Temporary structures.**

(a) *Temporary construction trailers or structures.*

(1) Subject to the following provisions, any person shall obtain a building permit for the construction and/or use of a temporary trailer or structure to be used only as a construction shed and tool house for contractors and construction workers on the site and limited to the time period of construction. This temporary trailer or structure shall not be placed or erected on the property prior to the issuance of a building permit for the applicable construction, and shall be immediately removed upon completion of the construction project or in the absence of a valid, unexpired building permit.

(2) It shall be a violation of this section for any person to use the construction trailer or structure for sales purposes without first applying to and receiving written permission from the city council.

(3) Construction trailers and structures shall not be used for the purpose of living quarters, and the trailers or structures shall have upon the unit, or attached thereto, an identification sign designating the owner or company and the words "construction office" in full view.

(b) *Temporary storage structures and uses.* Enclosed portable storage units and structures and accommodations intended only for temporary storage may be used following the receipt of a building permit, payment of the required fee, and subject to the following provisions:

The building permit submittal package must contain a construction plan designating the proposed location of the temporary storage structure on the lot.

(1) Within all residential zoning districts, enclosed portable storage units and structures and accommodations intended only for the temporary storage of personal household belongings of occupants of the property may be placed on the property for a **period not to exceed five (5) days or one hundred and twenty (120) hours**. Registration shall be required for each such use of any temporary storage structures.

(2) In the event of damage to a residential dwelling by fire, storm, flood, or other such property loss, this period of time may be extended to forty-five (45) days upon request to and written approval of the city manager.

(3) Within all non-residential zoning districts, enclosed portable storage units and structures and accommodations intended only for storage, may be used for temporary storage of items related to the business located on the property, for a period not to exceed thirty (30) days. Such structures shall not be located within required front yards and shall not be used to store any chemical, hazardous, flammable or combustible materials.

(4) Temporary storage structures and portable storage units shall not be placed on any street or alley right-of-way, or public property. These structures must be placed on the lot in which the use is intended.

(c) *All structures.* All temporary and portable storage units and structures, construction trailers and the like, shall be constructed, altered, repaired, enlarged, placed, moved or demolished in accordance with applicable provisions of the Florida Building Code as well as all applicable federal, state and local regulations applying to the use and development of land. The issuance of building permits; where required, verifying such compliance shall be administered by the building official. (Ord. No. 2005-03, § 2, 3-7-05, 2007-20, 2-4-2007)

*I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of application will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction.*

Signature of Owner: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE: OFFICE USE ONLY**

APPROVED

DISAPPROVED

APPROVED W/CONDITIONS

Initials/Date \_\_\_\_\_ Permit Number: \_\_\_\_\_