Process Flowchart:
Tiny Home on Wheels (THoW) Application

Application Submittal

Step One

Applicant provides full application package to the Planning Division of the Community Development Department.

Application Review

Step Two

Once application has been deemed complete, staff routes to reviewing agencies and departments for compliance review and comment. As THoWs are by-right, public notification will not be required.

Administrative Approval Letter

Step Three

Once all reviews have been completed and any revisions are approved, a Administrative Approval Letter is issued, and the applicant may continue to the permit process.

Permitting Process

Step Four

Applicant submits plans to the Building Division of the Community Development Department electronically. Plans shall include proposed utility connections (e.g., electrical, sewer, water) and engineering (e.g., grading, onsite, encroachment) designs as required. *All fees, including but not limited to, impact, plan review, connection and inspection, are due prior to issuance of permits.*

Construction and Inspection

Step Five

All required site improvements, such as grading, driveway, concrete pad for THoW, utility connections are constructed and inspected. Once the site passes the final engineering inspection, the THoW may be located on the pad.

Final Connections and Occupancy

Step Six

After the THoW is placed on the pad, the final electrical and utility connections are connected to the THoW. Once these connections have passed the final inspection, the unit may be occupied.