



**APPLICATION FOR
PORTABLE STORAGE UNIT PERMIT**

Permit#: _____

Date Issued: _____

Property Owner _____

If not owner, Portable Storage Unit Renter's Name _____

Property Address _____

Phone Number _____ Cell Phone Number _____

Delivery Date _____ Removal Date _____

Location of Portable Storage Unit on Property _____

PORTABLE STORAGE UNIT SPECS

Height _____ Width _____ Length _____ Cubic Feet _____

Is the property vacant? _____ YES _____ NO

Reason for the portable storage unit _____

Important Information:

- Maximum number of days permit is valid – sixty (60) days. Maximum number of permits per year – two (2).
- Extension – Must apply to Town for an extension beyond sixty (60) days before permit expires.
- Storage units on site beyond sixty (60) days without an approved extension are subject to an additional fee of \$100.00 per week or portion thereof.

Fees and Penalties:

- Permit Fee – \$50.00 for every thirty (30) days or portion thereof.
- Permit Late Fee – \$15.00 if portable storage unit is on site before obtaining a permit.
- Permit Penalty Fee – \$25.00 if portable storage unit is placed on Town property, Town right-of-way, Town street or neighboring property.

Applicant's Signature _____ Date _____

**I understand this permit is granted for the work noted and described in this application.
Any falsification, misrepresented or misleading information given VOIDS this permit.**

The sections of Building and Inspection - Ordinance 104, dealing with the Portable Temporary Storage Unit Permit is on the back side of this permit application.

ORDINANCE 104 – BUILDING AND INSPECTION

Pertinent section of Ordinance 104 dealing with the Portable Temporary Storage Unit permit:

Section 7. Portable Temporary Storage Unit Permits

A Town of Berwyn Heights portable temporary storage unit permit shall be required whenever a portable temporary storage unit is placed on private commercial, industrial or residential property for every thirty (30) days or portion thereof for a maximum period of sixty (60) days. The permit holder may, due to special circumstances, apply to the Town Council for an extension of the placement of a portable temporary storage unit in excess of sixty (60) days, provided the extension request is filed with the Town Council prior to the expiration of the sixty (60) day period of the permit. The permit holder may, due to special circumstances, apply to the Town Council for an exemption from the portable temporary storage unit placement requirements. The Town Council, when considering the request for an extension of the allowed sixty (60) day period or an exemption from the portable temporary placement requirements, may set conditions of approval and establish a special fee.

The maximum size of any portable temporary storage unit shall not exceed eight (8) feet in width, eight (8) feet in height and sixteen (16) feet in length. The maximum number of placements is two (2) per calendar year for a maximum number of sixty (60) consecutive days per placement or one-hundred twenty (120) days per calendar year. The maximum number of portable temporary storage units that can be on site is one unless an exemption and approved conditions are secured from the Town Council.

The portable temporary storage unit cannot encroach on Town property, Town right-of-way, neighboring property, sidewalk or be placed in the street. The unit must be sited on an asphalt, concrete, gravel or hard paved surface between the front property line and the rear building line of the principal structure. The site distance between the portable temporary storage unit and the side yard property line is four (4) feet or upon the approval of the Town Code Enforcement Official or designated representative. The four (4) foot side yard set back may be waived if the applicant's neighbor(s) consent to a side yard setback placement that is less than four (4) feet and the Code Enforcement Official confirms the neighbor's consent.

All portable temporary storage units shall be free of rust, peeling paint or other visible forms of deterioration.

Portable temporary storage units shall only be allowed upon the issuance of a permit. The permit shall be displayed either on the front exterior surface of the unit in a plastic liner or in the front window of the residence or front window of the premises' principal structure. The Code Enforcement Official or designated representative shall have the discretion to grant a grace period not to exceed five (5) days for a new, first time residential property owner or residential tenant.

Any portable temporary storage unit placed on a property without the issuance of a permit shall be subject to a fine and/or late fee for every fifteen (15) days or portion thereof.