

**CITY OF PALMER COMMUNITY DEVELOPMENT DEPT.  
645 E. COPE INDUSTRIAL WAY  
PALMER, AK 99645-6748  
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## Temporary Buildings/Structures Checklist

Palmer Municipal Code 15.08.3103 Temporary buildings or structures states "No temporary building or structure shall remain in place longer than six months without City Council approval". Should you wish to place a temporary building/structure longer than six months, the following should be submitted to the City Manager at Palmer City Hall, 231 W. Evergreen Avenue:

- Written request to Palmer City Council asking for approval of temporary building/structure for longer than six months. Include how long you expect to use structure, reason for needing a temporary structure for an extended period and use of building.
- Scaled elevation drawing.
- Site plan showing layout of building(s) on the property and distances to property lines.
- Supporting documentation. May include manufacturer's brochures, sales documentation or any other information you consider pertinent.

Should Palmer City Council approve the request, all information listed above and required technical drawings should be submitted with the Building Permit application to our office for plan review.