TECHNICAL BULLETIN

Use of Industrialized Buildings for Temporary Office Space
February 23, 2006
Modified March 10, 2009

This Technical Bulletin establishes the policy and procedures for the use of State of Texas approved Industrialized Buildings as temporary office space for displaced employees due to building renovations supervised by a building permit.

Temporary Industrialized Buildings may not be used for business facilities where the public has need to access the facilities.

The use of State of Texas recognized Industrialized Buildings may be used as temporary office spaces. The temporary offices are to be used to house displaced employees of businesses while the existing office space is being remodeled and/or renovated and the remodeling and/or renovation is supervised by a building permit. The use of the temporary office space must be concurrent with the status of the building permit. The temporary building must be removed when the building permit is either final approved or expired.

A building permit is required to establish the temporary office space:

1. Permit may only be issued concurrent with the issuance of the building permit for the remodel/renovations.
2. Must comply with accessibility requirements to include eventual access to public way.
3. May not be located in a fire lane.
4. May not be located in required parking spaces (may be located in excess parking spaces).
5. May not be located in landscape buffer.
6. May not be located in required setback.
7. Must meet fire department access requirements.

In addition, prior to issuance of a building permit:

1. The owner of the business must agree in writing that after the building permit is expired and/or final approved, the Industrialized Building must be removed.
2. The general contractor must agree in writing that after the building permit is expired and/or final approved, the Industrialized Building must be removed.