

Building Permit Guidelines for **Manufactured Homes**

Manufactured homes, sometimes referred to as mobile or modular homes, are an economical housing solution that have evolved from trailers and are now longer, heavier and more rigidly constructed. Because they are seldom moved once placed on a property, as much planning should go into the installation of a manufactured home as would be needed for a site built home.

All manufactured homes produced in Canada are required to carry a Canadian Standards Association Certification; either CSA Z240 for mobile homes, or CSA A277 for modular homes. Manufactured homes used as residences on all properties within the District of Summerland must bear a valid CSA certification decal, to be approved for use as a dwelling unit. The decal is usually found affixed to the cladding just to the left of the main entrance. When making non-structural changes to the exterior of a manufactured home, do not remove or deface the CSA decal.

Manufactured homes are required to be set up in a manner that meets or exceeds the BC Building Code, CSA standards and manufacturer's instructions for site preparations, foundations and anchorage.

The District of Summerland also requires the issuance of a Relocation Permit to ensure the safe movement of the home through the community to the installation site.

This guide has been prepared to provide convenient information to assist owners in obtaining building permits for the placement of manufactured homes. It is not a legal document nor is it intended to replace current bylaws and legislation or relieve the owner from complying with all applicable regulations and standards.

The District will give notice of the Relocation Permit application to the following organizations of the relocation:

Development Services	Electrical Department	BC Assessment Authority
Fire Department	Works and Utilities Department	Telus (Fax: 250-493-8154)
R.C.M.P.	Ambulance Service	Fortis Gas Install Centre (Fax: 1-877-413-1152)

The contractor/applicant is responsible for giving sufficient advance notice to facilitate any required arrangements.

Drawings used in this guide are with the permission of the Canadian Standards Association.

Placement Procedures

- Remove topsoil from the site below the proposed manufactured home location. All concrete footings are to be placed on undisturbed soil, or with the approval of the building inspector, on machine compacted granular fill. The fill must be sloped from the center to the outside to prevent water accumulation under the manufactured home. (See attached site preparation example).
- When granular fill is used beneath footings, the building inspector may require certification of such compacting by a professional engineer.
- Permanent foundations are required to support all manufactured homes. Foundations shall be constructed in accordance with manufacturer's instructions, CSA standards, and the BC Building Code (see attached examples). Other foundation designs may require the services of a professional engineer.
- A suitable ground cover shall be placed over the entire area below the manufactured home. The provisions of the BC Building Code apply to the crawlspaces beneath manufactured homes.
- All concrete is to have a minimum compressive strength of 15 MPa after 28 days
- The top of all concrete and block columns must be level.
- Where a manufactured home is comprised of more than one section, the sections shall be joined so that the integrity of the air and vapour barriers, external cladding and structure is maintained at the interface.
- Manufactured homes must be tied down in a manner sufficient to maintain the structural integrity of the box between main frame and foundation. (See attached examples)
- Skirting shall be installed promptly and must be corrosion resistant or pressure treated when in contact with the ground (See attached examples).
- The crawl space shall be ventilated (1 square foot for each 500 square feet of floor area, evenly distributed).
- Landings, stairs and guardrails must be provided at ALL exterior doors in accordance with BC Building Code requirements.
- Perimeter drainage to be directed to a location approved by the building inspector.
- All plumbing work to be completed in accordance with the BC Plumbing Code.

Foundation Details

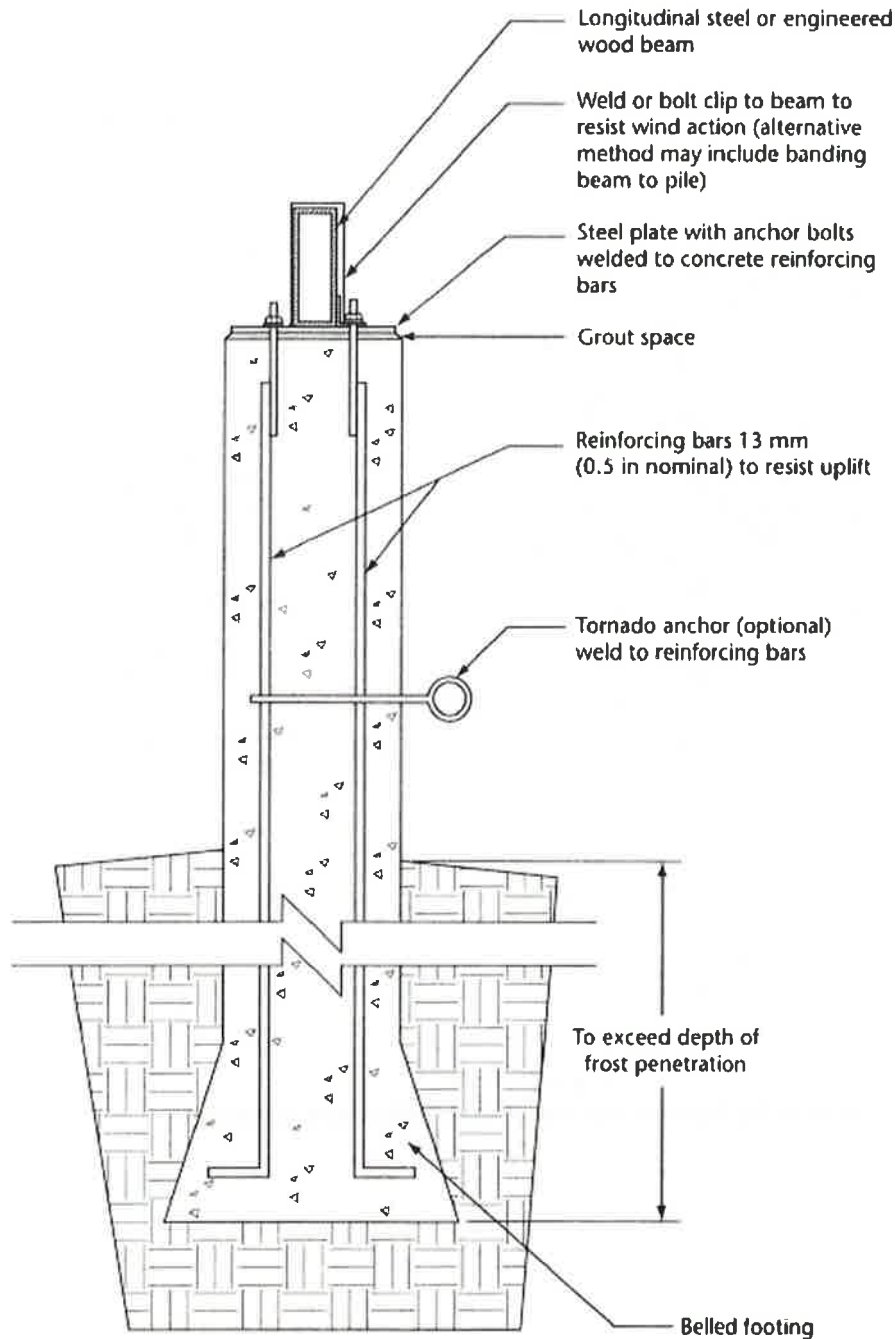


Figure B.3
Reinforced concrete pile designed to resist uplift
(See Clause B.6.)

Foundation Details

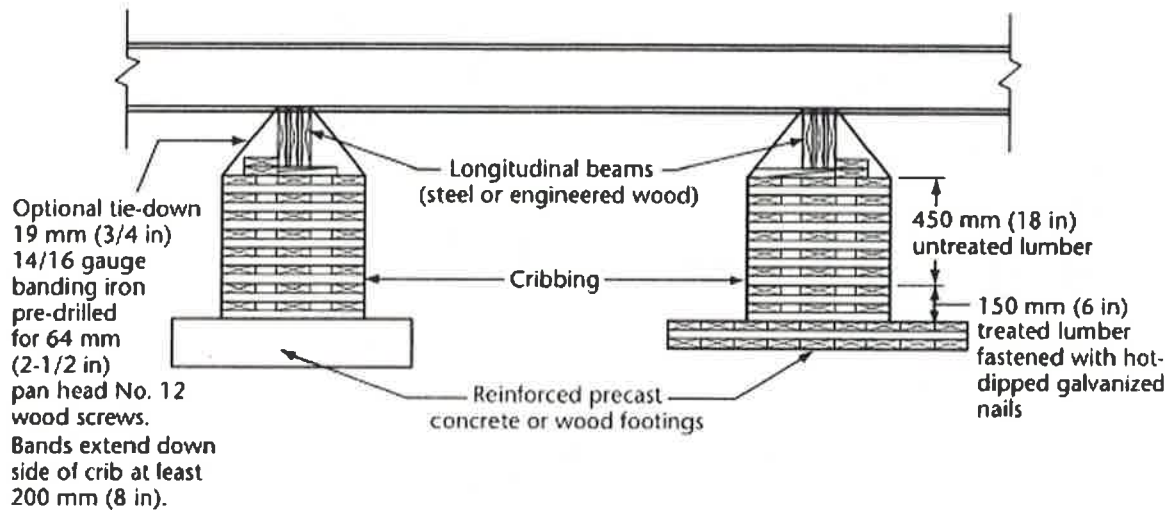


Figure B.5
Wood-crib pier foundation
(See [Clauses 6.4.2](#), [6.4.6](#), and [B.6](#).)

Foundation Details

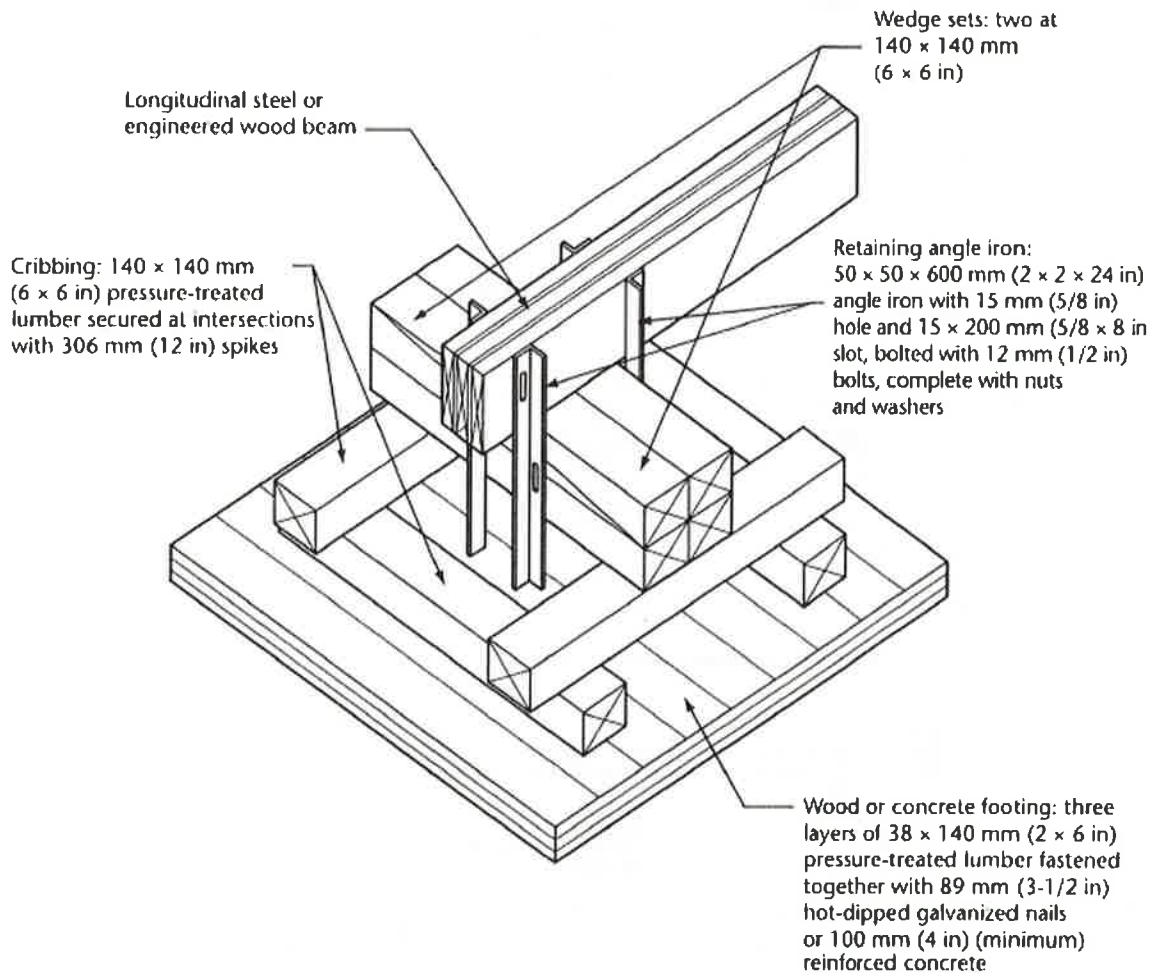


Figure B.7
Alternative wood-crib construction
(See Clause B.6.)

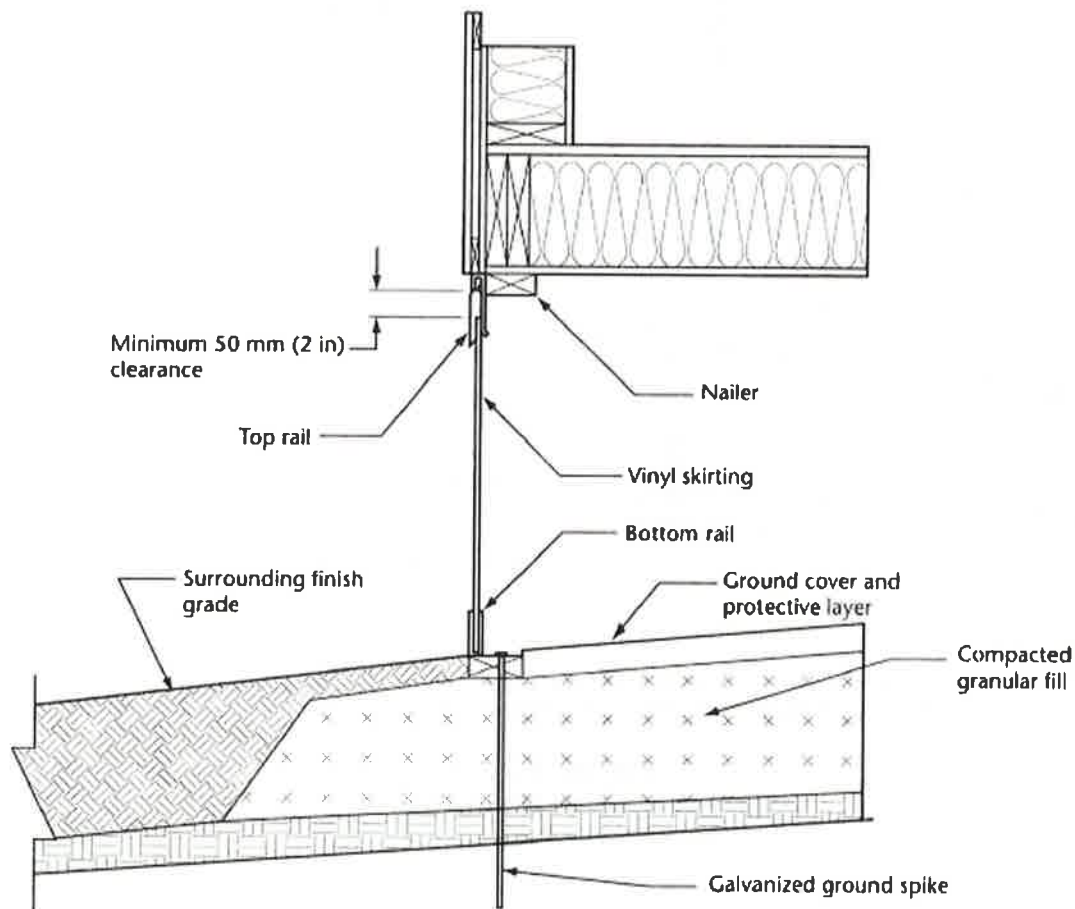
Skirting Details

E.1 General

Skirting helps keep debris from accumulating under a home and should be used. Skirting also helps prevent penetration of cold air; however, it should not be considered adequate protection for exposed waterlines.

E.2 Designs

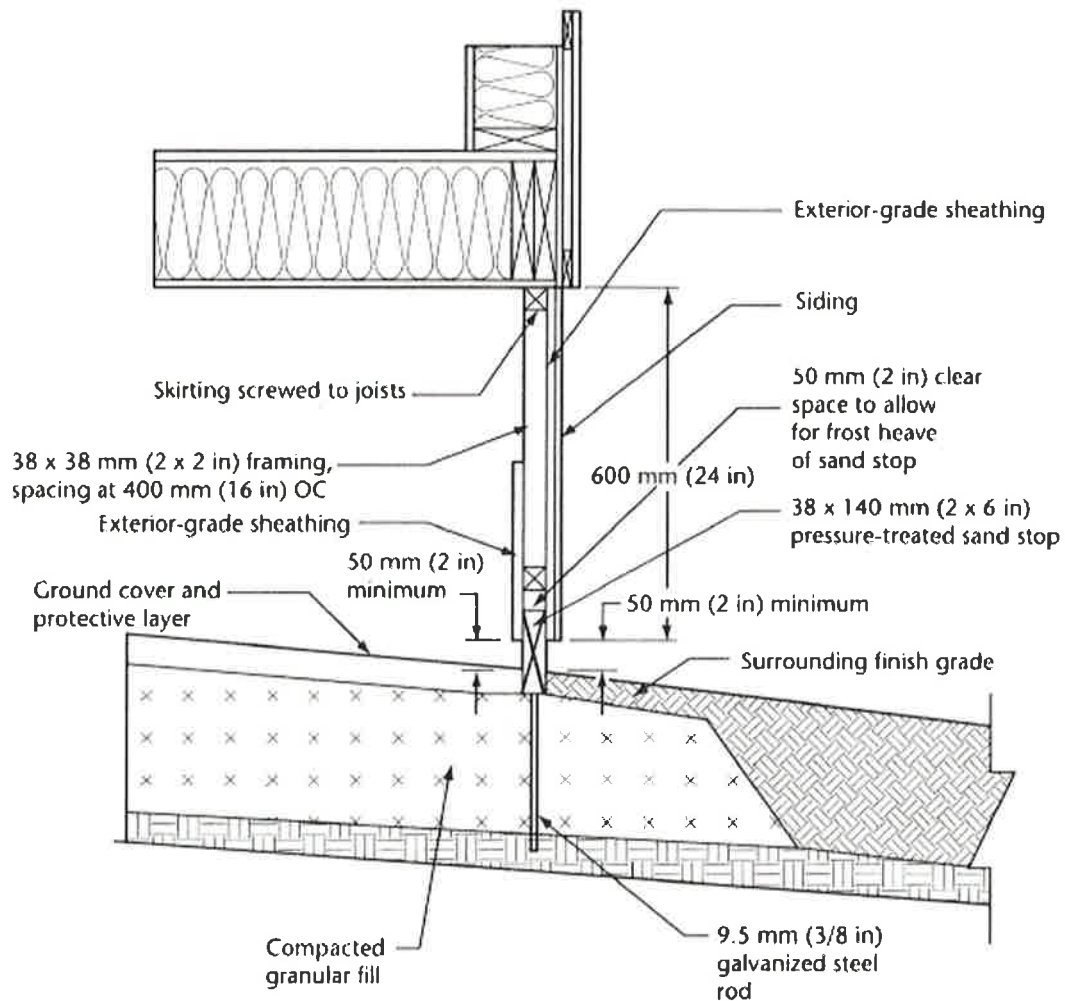
Skirting designs vary depending on the skirting material, lot contours, and foundation system. Some skirting systems include channels and take-up devices. Typical systems are shown in Figures E.1 to E.3.



Note: Movement should be provided for in soils susceptible to frost heave.

Figure E.1
Skirting system (Example 1)
(See Clauses 9.1 and E.2.)

Skirting Details



Notes:

- (1) Movement should be provided for in soils susceptible to frost heave.
- (2) Wood in contact with the ground should be treated with a pressure preservative.

Figure E.3
Skirting (Example 3)
(See Clauses 9.1 and E.2.)



Development Services
 13211 Henry Ave. Box 159, Summerland, BC V0H 1Z0
 Phone: 250 494-1373 Fax: 250 494-1415
 www.summerland.ca

Application for Building Permit Manufactured/Mobile Home

Section 1 – Owner Information (add additional page if more than two owners)



Registered Owner:		Registered Owner:	
Mailing Address:		Mailing Address:	
Province:	Postal Code:	Province:	Postal Code:
Tel. (home)	(work)	Tel. (home)	(work)
Fax:	E-mail	Fax:	E-mail

Agent Information (if applicable – attach Form 3)

Name:		Company Name:	
Mailing Address:			
Town/Province:		Postal Code:	E-mail:
Tel. (home)		(work)	Fax:

Section 2 – Land under Application

Lot:	Block:	District Lot:	Plan:
Parcel Identifier Number:			
Location (civic address of property):			
Name of Mobile Home Park		Pad #	
MHP Manager Name:		Phone:	
<input type="checkbox"/>	Letter of Authorization from Mobile Home Park owner/manager (if applicable)		

<input type="checkbox"/>	Manufactured Home CAN/CSA A277 Standard	
<input type="checkbox"/>	Mobile Home CAN/CSA Z240 Serial No.	
<p>Mobile homes cannot be re-located within the RDOS building inspection service area if they do not display the CSA Z240 certification (see example ) or are deemed to be structurally compromised. Any home which does not conform to CSA Z240 standards is not permitted within the District of Summerland.</p>		
Size of unit:		
Design of Snow Load:		Date of Manufacture:

Have there been any modifications to the structure (i.e. new openings and/or additions)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

If yes, give details: _____

Value of project when complete: \$ _____ (subject to District of Summerland evaluation or assessment).

Are there any buildings currently occupying any portion of said parcel/pad? Yes No

If yes, state use _____

(Note – all structures on the property **must be** identified on the site plan)

Section 4 – Supporting Information

Are there any restrictive covenants registered on the subject property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any registered easements or rights-of-ways over the subject property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there legal access to the subject property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a watercourse on the subject property or within 30 m of your project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> SUBMIT a recent (no older than 30 days) copy of the CERTIFICATE OF TITLE or title search print for the subject property.	
All drawings and plans are to be drawn to a scale 1/4" per foot or 1:50 mm or such other scale as may be acceptable to the building official.	

<input type="checkbox"/>	<p>SUBMIT two copies of a SITE PLAN (drawn to appropriate scale) that show the location and distances from the property lines of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> proposed home <input type="checkbox"/> driveway location <input type="checkbox"/> septic field and well (where applicable) <input type="checkbox"/> all existing structures and retaining walls <input type="checkbox"/> easements, rights of ways and covenants <input type="checkbox"/> watercourses and ravines (Please review the Riparian Areas Regulation (RAR) and Floodplain Regulations under the Zoning bylaw)
<input type="checkbox"/>	<p>SUBMIT two copies of a FOUNDATION PLAN (drawn to appropriate scale) showing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> basement or crawl space (all work to conform to the BC Building code) <input type="checkbox"/> concrete block piers <input type="checkbox"/> wood cribbing <input type="checkbox"/> anchorage diagram (required for single wide units) Refer to Z240.10.10.1-94 for specific requirement details <p>A structural engineer will be required when pier supports exceed a height of three concrete blocks or where a clear height from grade to the unit frame exceeds 1.5 times the width of the proposed wood cribbing.</p>
<input type="checkbox"/>	<p>SUBMIT two copies of an ELEVATION DRAWING (drawn to appropriate scale) showing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> natural and finished grades (show total building height proposed) <input type="checkbox"/> skirting (indicate access hatch and ventilation grilles)
<input type="checkbox"/>	<p>SUBMIT two copies of a CONSTRUCTION DRAWING (drawn to appropriate scale) for any on-site construction such as: decks, awnings, carports or garages, showing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> framing plan <input type="checkbox"/> cross section <input type="checkbox"/> elevations <p>All on-site construction shall conform to the current BC Building code and must be self-supporting unless otherwise verified by an engineer.</p>
<input type="checkbox"/>	<p>SUBMIT approved Record of Sewerage.</p>

INCLUDE copies of approvals required under any enactment relating to health or safety, including but not limited to highway access permits and Ministry of Health approval or, if such approvals have been applied for and not obtained, copies of application.

Additional Information

Additional material or more detailed information may be requested by the District of Summerland upon reviewing your application.

You may be required to provide a survey certificate of the property.

If there are any existing buildings being removed from the property, a demolition permit must be approved.

Important: Your application will not be considered complete unless it contains all the information above. The processing of your application will be delayed if it is incomplete. Contact a staff person for assistance.

DECLARATION

I/We, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.

Signature of Registered Owner*/Agent

Date

*if registered owner is a company or corporation, proof of signing authority is also required

Print name of Owner or Authorized Agent

Signature of Registered Owner*/Agent

Date

*if registered owner is a company or corporation, proof of signing authority is also required

Notice of collection of personal information:

Personal information on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act* and the bylaws of the District of Summerland. Documentation/information submitted in support of this application can be made available for public inspection pursuant to the *Freedom of Information and Protection of Privacy Act*. Contact the Freedom of Information Officer at the District of Summerland.

FORM 1

Acknowledgements of Owner

I acknowledge that the **owner** of the land in respect of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the **Building Code** and other applicable laws respecting safety, including the requirements of the **Building Code** in relation to soil conditions for **building** foundations.

I acknowledge that the **owner** of the land is also solely responsible for determining whether the work authorized by this permit contravenes any covenant, easement, right of way, **building** scheme or other restriction affecting the **building** site, and whether the work requires the involvement of an architect under the **Architects Act** or an engineer or geoscientist under the **Engineers and Geoscientists Act**.

I acknowledge that the District of Summerland provides a limited service in relation to **building construction** and does not, by issuing **building** or **occupancy** permits, make any representation or give any assurance that the **construction** authorized by this permit complies in every or respect with the **Building Code** or any other applicable laws respecting safety.

If the District of Summerland has so indicated on this permit, I acknowledge that the District of Summerland has issued the permit in reliance on the certification of a **registered professional**, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the **Building Code** and other applicable enactments, and that the fee for the permit has been accordingly set. I acknowledge that the District of Summerland, by issuing this permit or any **occupancy** permit, makes no representations to me or any other person as to any such compliance.

Signature of Registered **Owner**

Signature of Registered **Owner**

*if registered owner is a company or corporation, proof of signing authority is also required

Print name of Registered **Owner**

Print name of Registered **Owner**

Date of Acknowledgement

Date of Acknowledgement

DECLARATION

I/We, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.

Signature of Registered Owner*/Agent

Date

*if registered owner is a company or corporation, proof of signing authority is also required

Print name of Owner or Authorized Agent

Signature of Registered Owner*/Agent

Date

*if registered owner is a company or corporation, proof of signing authority is also required



DISTRICT OF
SUMMERLAND
 13211 Henry Avenue
 Box 159
 Summerland, BC Canada V0H 1Z0
 Phone: (250) 494-6451
 Fax: (250) 494-1415

Building Permit Application

PROPERTY ADDRESS: _____
 LEGAL DESCRIPTION: Lot _____; DL _____; Plan _____
 CURRENT ZONING: _____ Roll # _____

PROPERTY OWNER	CONTRACTOR
Name: _____	Name: _____
Address: _____	Address: _____
City: _____	City: _____
Postal Code: _____	Postal Code: _____
Phone: _____ Fax: _____	Phone _____ Fax: _____
Email: _____	Email: _____

Type of Construction:	OFFICE USE ONLY	
<input type="checkbox"/> Renovation	Value of Construction \$ _____	Permit Fee _____
<input type="checkbox"/> Addition	Total Floor Area _____	D.C.C. Fee _____
<input type="checkbox"/> New	Refundable Security _____	Water Meter _____
	Total Amount Due _____	Document Fees _____

APPLICATION MUST INCLUDE:

- TWO sets of the following:
- Site plan
- Driveway plan
- Floor plan
- Elevations
- Cross sections
- Floor & truss layouts
- Lot grading plans Existing & Proposed

- Current* Title Search
- Letter of authorization if other than the owner**
- H.P.O. Forms
- Septic field permit -Interior Health (if applicable)

SCHEDULE OF FEES

(Non-Engineered):
 \$100.00 for the first \$1,000 of building costs. Plus \$10.00 per thousand thereafter.

(Engineered):
 \$100.00 for the first \$1,000 of building costs. Plus \$9.00 per thousand thereafter.
 Minimum Building Permit Fee \$100 Refundable Security \$500

*Drawings may be submitted electronically in Adobe pdf format along with the 2 paper copies.
 Professionally drafted plans are preferred.*

The personal information on this form is collected under the authority of the Local Government Act/Community Charter for the purposes of processing this application, and is subject to the Freedom of Information and Protection of Privacy Act. Any questions regarding this collection should be directed to the Corporate Officer, District of Summerland, Box 159, Summerland BC (250) 404-4057.

SIGNATURE OF REGISTERED OWNERS

 DATE: _____

OFFICE USE ONLY
 Date received: _____
 Received by: _____
 Comments: _____



RELOCATION PERMIT

THIS IS TO CERTIFY that _____

Requests permission to relocate a building located on:

Roll No. _____ Lot(s) _____ District Lot _____ Plan _____

Civic Address: _____

TYPE OF BUILDING _____ DATE OF RELOCATION _____

AND further requests permission to block off:

_____ as required while moving operations are carried on.

Please obtain approval from the Public Works Department prior to blocking off any Municipal Roads.

THE OWNER AND CONTRACTOR assumes all responsibility for any damage to public property.

Date of application	Destination	Owner / Agent
		\$100.00
Contractor or Owner	Proof of Liability Insurance	Fee Paid

Date of Move _____

Applicant _____

Approving Authority _____

- Provide detailed route mapping for the Electrical Department as well as Engineering & Public Works.
- Detailed measurements of complete structure to be travelling. (Height, width, length)
- Ensure that a Transport Permit has been obtained from Manufactured Home Registry.
- Apply for a "Status of Real Property Taxes on A Manufactured Home" from the Finance Department.

The contractor / applicant is fully aware that he must notify all pertinent organizations (by giving sufficient advance notice) including but not limited to the following:

Cc: Development Services Electrical
 Fire Department Ambulance Service
 R.C.M.P. Utility Clerk
 BC Assessment Authority Fortis Gas Install Centre (fax: 1-877-413-1152) Telus (fax: 250-493-8154)

Acknowledgement and Owner's Undertaking
Appointment of Agent
Reliance on a Professional

Note: To be submitted prior to issuance of a **building permit**.

Re: Civic Address: _____

Legal Address: _____

In consideration of the **District** accepting and processing the above application for a **building permit**, as required by the **District's** Building Bylaw No. 2013-017, the following representations, warranties, and indemnities are given to the **District**:

1. That I am:
 - the **Owner** of the above noted property; or
 - authorized by the **Owner** of the property described above to make this application;

2. That I have authorized:

Print name

Address

To make an application for the above noted **permit** on my behalf;

3. That I will comply with or cause those whom I employ to comply with the **Building Code** and all bylaws of the **District** and other statutes and regulations in force in the **District** relating to the development, work, undertaking or permission in respect of which this application is made;
4. That I understand and acknowledge that I am fully responsible for carrying out the work, of having the work carried out, in accordance with the requirements of the **Building Code**, the Building Bylaw and all other bylaws of the **District**;
5. That I understand and acknowledge that neither the issuance of a **permit** under this bylaw, the review of plans and supporting documents nor inspections made by the **Building Official** shall in any way constitute a representation, warranty or statement that the **Building Code**, the Building Bylaw or any other bylaw of the **District** has been complied with;

The above must be signed by the **Owner** or his appointed **Agent**. The signature must be witnessed. If the **Owner** is a company, the authorized signatory (ies) must sign.

Please note the following provisions from the Building Bylaw:

Duty of Care

This bylaw does not create a duty of care in respect of the **District**, Council members, the **Building Official**, or employees or **agents** of the **District** in respect of:

- a) Issuance of a permit under this bylaw;
- b) Review of the plans and supporting documents;
- c) Inspections made by the **Building Official** or failure to make such inspections; or
- d) Enforcement or failure to enforce the **Building Code** or the provisions of this bylaw.

Cause of Action

Neither a failure to administer or enforce, nor incomplete or inadequate administration or enforcement of the **Building Code** or the provisions of the bylaw, nor any error, omission or other neglect in relation to the issuance of a **permit** under this bylaw, the review of the plans and supporting documents, or inspections made by the **Building Official** shall give rise to a cause of action in favour of any **Person**, including the **Owner**.

Warranty of Representation

Neither the issuance of a **permit** under this bylaw, the review of the plans and supporting documents, nor inspections made by the **Building Official** shall in any way constitute a representation, warranty or statement that the **Building Code** or this bylaw has been complied with and no **person** shall rely on any of the above listed matters as establishing compliance with the **Building Code** or this bylaw.

Owner's Responsibility

It shall be the full responsibility of the **Owner** or his **Agent** to carry out the work or have the work carried out in substantial accordance with the requirements of the **Building Code**, this bylaw and the other bylaws of the **District** and neither the issuance of a **permit** under this bylaw, the review of plans and supporting documents, nor inspections made by the **Building Official** shall relieve the **Owner** or his **Agent** from this responsibility.