

## Permit Application Checklist – MOBILE HOME

**Home Owner/Builders:** The following information is required when submitting an application for a residential building permit and before a building permit is issued. The plan review will not begin until all required information is provided.

APPLYING FOR A BUILDING PERMIT DOES NOT EQUATE TO PERMISSION TO START CONSTRUCTION – BUILDING PERMITS WILL BE ISSUED BY THE MUNICIPALITY ONCE ALL ZONING AND BUILDING APPROVALS ARE COMPLETE.

Please read BT Bulletin, “Manufactured Home Definitions” for additional information and clarification of how the National Building Code applies to this project.

NOTE: Mobile homes not constructed by a CSA Certified facility, and a CSA Label cannot be produced, the mobile home will likely not be permitted.

### Required Information:

A complete set of mobile home plans are required to be submitted along with the **Building Permit Application** for review and record. The plans shall include:

- **BT Worksheet – Mobile Homes:**
  - Complete the BT Mobile Home Worksheet which identifies specific required information regarding the construction of the home and the foundation system details being proposed
- **Site Plan** with the following information:
  - Show size and location of proposed mobile home
  - Show size and location of existing buildings on property
  - Show lot dimensions and shape
  - Show distance between buildings and property lines
  - Show North direction arrow
- **Mobile Home Layout Drawings** with the following information:
  - Exterior and Interior wall locations / room sizes and overall dimensions
  - Window sizes, locations, and type
  - Door sizes, locations and swing direction
  - HVAC unit/system location
- **Mobile Home Site Preparation and Anchorage Details**
  - See the BT Mobile Home Worksheet and information provided from CSA Z240

### When is an Engineer Required?

- Professionally designed sealed engineer drawings are required for the following conditions:
  - A foundation outside the scope of the CSA Z240 standard

### Required On-Site Inspections: (inspection requirements may change depending on the project type and size)

- Final; house is placed on foundation system, ready for occupancy with all health and life-safety systems operating (if the foundation or portions of the foundation are to be covered prior to placement of the mobile home, then a separate foundation inspection is to be arranged).

### Inspection Call-In Program:

- It is the owner’s responsibility to contact BuildTECH to arrange for all mandatory inspections.
- Work shall not proceed to a point that would cover up any required inspection stages.
- Failure to notify BuildTECH with appropriate time frames could lead to measures to uncover work at the owner’s expense.
- Contact BuildTECH at 306-370-2824 to arrange for inspections; please provide at minimum 72 hours’ notice.