



# Manufactured Home (Z240) (New or Addition) Building Permit Checklist

Owner Name: \_\_\_\_\_

## TYPE

- Single Wide  Double Wide

This checklist is intended for Z240 manufactured homes with a Provincial Manufactured Home Registry number ONLY. Contact the Building department for requirements for other manufactured homes.

**All documentation is required at the time of permit application unless otherwise specified.**

**Refer to the Regional District Official Community Plan, Zoning Bylaws and Floodplain Management Bylaw for development restrictions related to your building permit application. If an application is non-compliant with applicable bylaws, it may increase the application processing time. Please check the Bylaws at [rdck.ca](http://rdck.ca) or call 250-352-8176.**

## SCOPE

- New  Addition

NEW	ADD	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building Permit Application	<input type="checkbox"/> Include signatures of <b>ALL</b> registered Owners <input type="checkbox"/> Include <b>Owner(s) Representative Form</b> if applicable
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Title Certificate	<b>Ltsa.ca (BC Land Title &amp; Survey)</b> <b>877.577.5872</b>  Provide a copy of the property title issued within 30 days from the Land Title Survey Authority, or RDCK can obtain for a fee of \$17 at time of submission.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Covenants, Easements and Right-of-Ways	Provide a copy of all Covenants, Easements and Right-of-Ways <b>LISTED ON PROPERTY TITLE</b> , or RDCK can obtain copies of each document from LTSA at total cost incurred.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manufactured Home Park Owner Approval	If construction/placement is within a Manufactured Home Park.

**For more information**

[info@rdck.bc.ca](mailto:info@rdck.bc.ca) | 250.352.6665 | 1.800.268.7325 (BC) | or visit [rdck.ca](http://rdck.ca)

NEW	ADD	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Site Plan</b>	<p>Site plan must be drawn to scale and include items below (See <b>Building Brochure</b> for a sample site plan):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location plan if within a manufactured home park</li> <li><input type="checkbox"/> Full legal description and civic address, area of property, North arrow</li> <li><input type="checkbox"/> Proposed building footprint and orientation, showing all dimensions to property lines and adjacent buildings</li> <li><input type="checkbox"/> All existing dwellings, buildings, utility shacks or other structures</li> <li><input type="checkbox"/> Location of legal road access to property and adjacent road names</li> <li><input type="checkbox"/> Proposed and existing septic fields, wells, and potable water sources</li> <li><input type="checkbox"/> Covenant areas, Easements, Right-of-Ways</li> <li><input type="checkbox"/> All waterbodies: lakes, rivers, creeks, and seasonal drainage; Provide dimensions from the natural boundary of the waterbodies to the proposed building. Provide the proposed flood construction level (FCL) at the building. (Refer to <b>Floodplain Management Bylaw</b> for more details). A legal survey confirming location of waterbodies and proposed building site may be required.</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Construction Drawings</b>	<p>Provide the drawings below in PDF format. If unable to provide a digital copy, submit <b>two</b> sets of physical drawings no larger than 11"x17". <b>Hand drawn plans NOT accepted.</b></p> <p>This information can usually be obtained from the manufactured home supplier.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Blocking plan</li> <li><input type="checkbox"/> Floor plan</li> <li><input type="checkbox"/> Elevation plans</li> <li><input type="checkbox"/> Cross-section plan</li> </ul> <p>Exit landings larger than 4'x8', or with a roof, require a separate deck permit.</p> <p><b>Additions and decks must <u>not</u> be structurally attached to the home, and require <u>frost-protected footings.</u></b></p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Specifications</b>	<p>Provide the following information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location and year of manufacturer</li> <li><input type="checkbox"/> Snow Load Rating of Roof</li> <li><input type="checkbox"/> CSA Number</li> <li><input type="checkbox"/> Manufactured Home Registry Number</li> </ul> <p><b>CSA Number and Manufactured Home Registry Number Required Prior to Issuance</b></p>

NEW	ADD	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule(s) B, Sealed Plans and Proof of Insurance (if applicable)	Engineer review is required if snow-load rating of roof is not available on specification sheet of a used Z240 building.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driveway Access Permit (if applicable)	<p><b>www2.gov.bc.ca (Ministry of Transportation)</b>  <b>250.354.6400</b></p> <p>Required for <b>ALL</b> parcels with driveway access from a numbered highway.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide confirmation of existing legal access, OR</li> <li><input type="checkbox"/> Provide confirmation of application to MOTI</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Record of Sewerage System	<p><b>Interiorhealth.ca</b>  <b>hpadminnelson@interiorhealth.ca</b>  <b>855.744.6328</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> New construction: Provide the “Record of Sewerage System” issued by the Interior Health Authority. Confirmation of adequate existing septic may be required if within a manufactured home park.</li> <li><input type="checkbox"/> Additions: Provide a septic review letter from an Authorized Person to confirm the existing system is adequate when adding additional occupant load.</li> </ul> <p><b>Required Prior To Issuance</b></p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water Source	<ul style="list-style-type: none"> <li><input type="checkbox"/> RDCK Water System</li> <li><input type="checkbox"/> Community Water System</li> <li><input type="checkbox"/> Private Water Source</li> <li><input type="checkbox"/> Other _____</li> </ul>