



Modular Home (A277) (New or Renovation) Building Permit Checklist

Owner Name: _____

Dwellings constructed to the A277 standard are required to comply with all requirements of the British Columbia Building Code.

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 or call 250-352-8176.

SCOPE

New

Renovation (Reno)

Addition (Add)

Other: _____

NEW	RENO	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 ALL registered Owners <input type="checkbox"/> Include Owner(s) Representative Form if applicable
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Title Certificate	Ltsa.ca (BC Land Title & Survey) 877.577.5872 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 LISTED ON PROPERTY TITLE , 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"/>	Driveway Access Permit	www2.gov.bc.ca (Ministry of Transportation) 250.354.6400

For more information

info@rdck.bc.ca | 250.352.6665 | 1.800.268.7325 (BC) | or visit rdck.ca

NEW	RENO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
			(if applicable)	Required for ALL parcels with driveway access from a numbered highway. <ul style="list-style-type: none"> <input type="checkbox"/> Provide confirmation of existing legal access, OR <input type="checkbox"/> Provide confirmation of application to MOTI
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Plan	Site plan must be drawn to scale and include items below (See Building Brochure for a sample site plan): <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description and civic address, area of property, North arrow <input type="checkbox"/> Proposed building footprint and orientation, showing all dimensions to property lines and adjacent buildings <input type="checkbox"/> All existing dwellings, buildings, utility shacks or other structures <input type="checkbox"/> Location of legal road access to property and adjacent road names <input type="checkbox"/> Proposed and existing septic fields, wells, and potable water sources <input type="checkbox"/> Covenant areas, Easements, Right-of-Ways <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 Floodplain Management Bylaw for more details). A legal survey confirming location of waterbodies and proposed building site may be required.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Construction Drawings	Provide the drawings below in PDF format. If unable to provide a digital copy, submit 2 sets of physical drawings no larger than 11"x17". Hand drawn plans NOT accepted. <p>We recommend the Owner obtain their construction drawings from an experienced designer or the supplier. See Building Brochure for detailed drawing requirements.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Foundation plan (a frost-protected foundation is typically required for A277 modular buildings) <input type="checkbox"/> Floor plans <input type="checkbox"/> Elevation plans <input type="checkbox"/> Cross-section plans <input type="checkbox"/> Structural drawings
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specifications	Provide the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Location and year of manufacturer <input type="checkbox"/> Snow Load Rating of Roof <input type="checkbox"/> CSA Number <input type="checkbox"/> Manufactured Home Registry Number <p>CSA Number and Manufactured Home Registry Number Required Prior to Issuance</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Truss, Floor, Beam Layouts (if applicable)	<ul style="list-style-type: none"> <input type="checkbox"/> Provide engineered floor and roof layout drawings, with all point loads, factored reactions and live load assumptions; Obtain from supplier. <input type="checkbox"/> Provide truss, floor, and beam specifications and designs from supplier.

NEW	RENO	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)	<p>Design by a Professional Engineer is required when the scope of work does not conform to Part 9 (Housing and Small Buildings) of the British Columbia Building Code.</p> <p>Engineer review is required if snow-load rating of roof is not available on specification sheet of a used A277 building,</p> <p>See Geotechnical Bulletin for when engineering may be required.</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Record of Sewerage System	<p>Interiorhealth.ca hpadminnelson@interiorhealth.ca 855.744.6328</p> <ul style="list-style-type: none"> <input type="checkbox"/> New construction: Provide the “Record of Sewerage System” issued by the Interior Health Authority. <input type="checkbox"/> Renovations / Additions: Provide a septic review letter from an Authorized Person to confirm the existing system is adequate when adding additional occupant load. <p>Required Prior To Issuance</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BC Energy Compliance report, and Hot2000 report	<p>Energystepcode.ca Rdck.ca</p> <p>Required for new <u>and</u> used A277 buildings.</p> <p>Pre-construction documents confirming compliance to Step Code energy requirements. To be completed by a Certified Energy Advisor licensed by Natural Resources Canada. Visit https://www.betterhomesbc.ca/ea/</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Energy Compliance: Small D, E and F3 commercial and industrial occupancies (if applicable)	<p>When total building floor area is a maximum of 300m². BCBC sections 9.36.2 to 9.36.4 are applicable (Prescriptive).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Drawing sheets shall detail building envelope construction assemblies (9.36.2), <input type="checkbox"/> HVAC requirements (9.36.3) <input type="checkbox"/> Service Water Heating Systems (9.36.4). <input type="checkbox"/> Blower door testing is not required.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water Source	<ul style="list-style-type: none"> <input type="checkbox"/> RDCK Water System <input type="checkbox"/> Community Water System <input type="checkbox"/> Private Water Source <input type="checkbox"/> Other _____