

## **MANUFACTURED HOMES: Building Permit Guidelines**

### **Building Permit Application Requirements:**

The RDCK requires the following documentation to be submitted prior to reviewing an application for the placement of a manufactured home. Only completed application packages will be accepted.

- Completed Building Permit Application Form;
- Make, model, CSA registration number and Provincial Manufactured Home Registry number.
- One Site Plan of the property detailing all required information, including the location of any existing structures on the property (refer to the RDCK Building Brochure, available at our offices or on our website for examples);
- A copy of the property title search, accompanied by referenced covenants made within 30 days of the date of the application (our office can complete these searches at additional costs);
- Two copies of building plans, including floor plans, a cross-sectional details drawn at an appropriate scale;
- Copies of approvals including, without limitation, highway access permits, when required by the Ministry of Highways, and Ministry of Health application approval for sewerage system;
- A foundation design, ensuring that it complies with the Building Code (if installed on a basement) or the CSA Z240.10-08 (reaffirmed 2013) Site Preparation, foundation, and anchorage of manufactured homes document. Details are on the following pages have been combined to assist contractors and owners in this matter.
- To successfully close a Manufactured Home Permit, stairs which comply with the requirements outlined in the BCBC are required to be installed at the time of our final inspection. (refer to attached stair details)

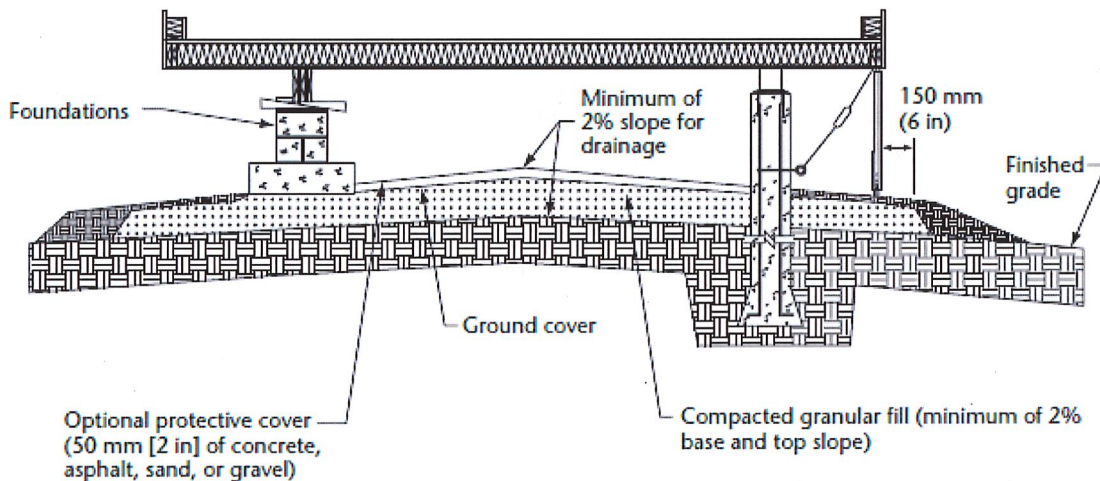
Updated: May 2018

**Building Inspection**

# Site Preparation, Foundation, and Anchorage of Manufactured Homes

## A.1 General

A typical example of site preparation for concrete pile or surface pier foundation systems is shown in Figure A.1.



### Notes:

- (1) The ground cover extends at least 150 mm (6 in) past the sides of the manufactured home.
- (2) The backfill base and ground cover are graded centre to outside or from side to side with a minimum slope of 2%.
- (3) The surrounding finished grade slopes away from the home.

**Figure A.1**  
**Site preparation**

## 5.2 Clearance:

### 5.2.1

Except as specified in [Clause 5.2.2](#), a vertical clearance of at least 600 mm (24 in) shall be maintained between the top of the finished grade under the home and the bottom of the floor joists.

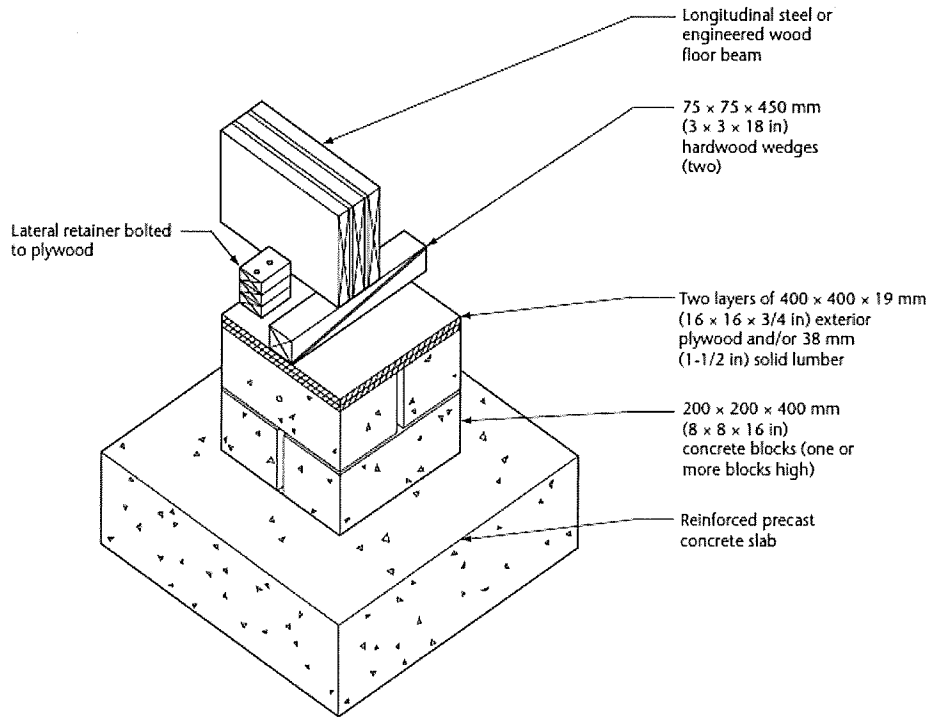
### 5.2.2

For homes that incorporate a lowered section (e.g., a sunken living room) or are installed on a sloping site, the vertical clearance between the top of the finished grade and the bottom of the joists of the lowest section shall be at least 300 mm (12 in).

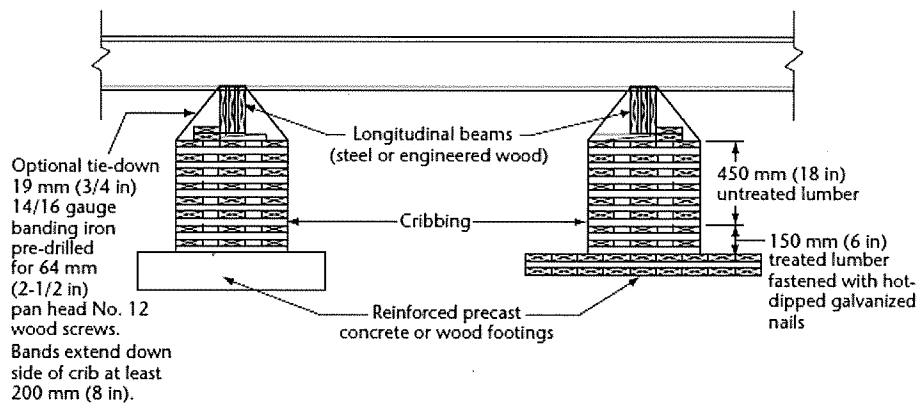
Sufficient vertical clearance shall be provided to allow ready access for servicing and replacement of heating, plumbing, and other equipment located under the home.

## B.6 Foundation systems

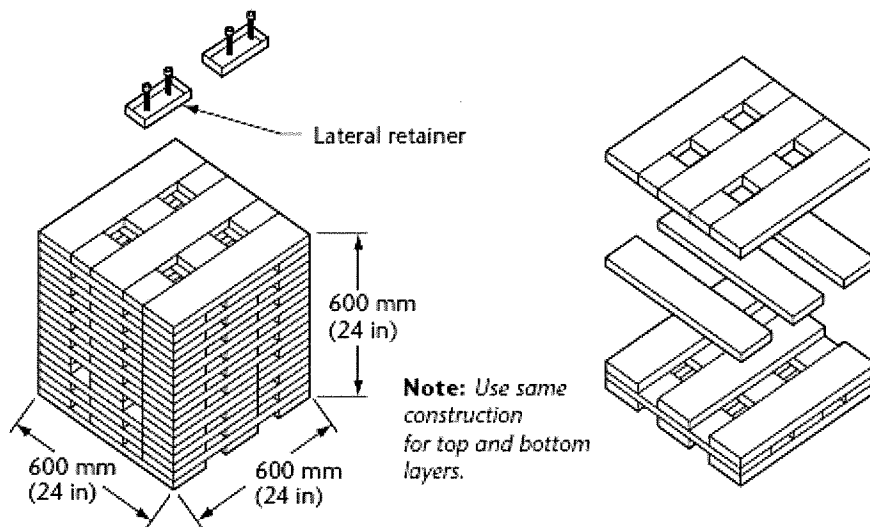
Typical foundation systems (surface systems and/or systems with footings below frost level):



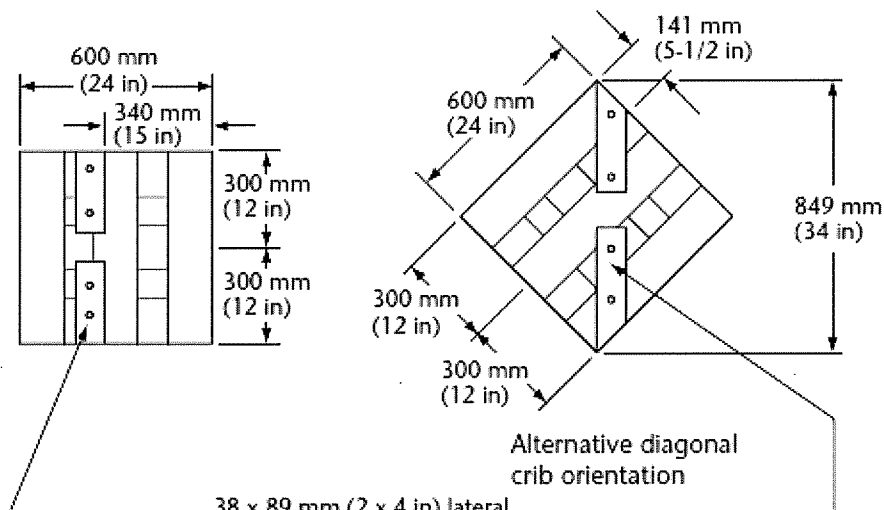
**Figure B.4**  
Concrete block surface foundation system



**Figure B.5**  
Wood-crib pier foundation



38 x 89 mm (2 x 4 in) or 38 x 140 mm (2 x 6 in)  
 construction with 89 mm (3-1/2 in) ardox nails



38 x 89 mm (2 x 4 in) lateral retainer fastened to crib with three 89 mm (3-1/2 in) lag bolts or 89 mm (3-1/2 in) spiral ardox nails

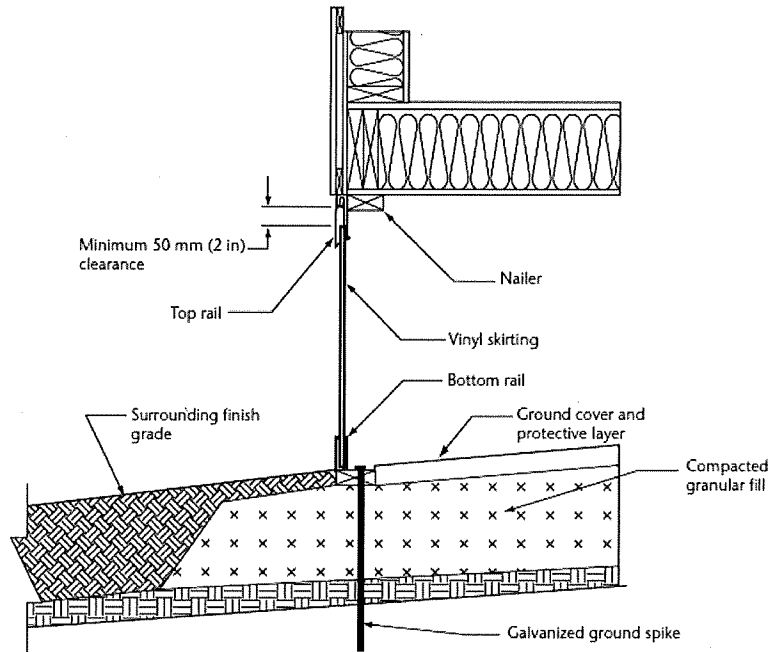
**Wood-crib construction**

**Figure B.5 (Concluded)**

# Skirting

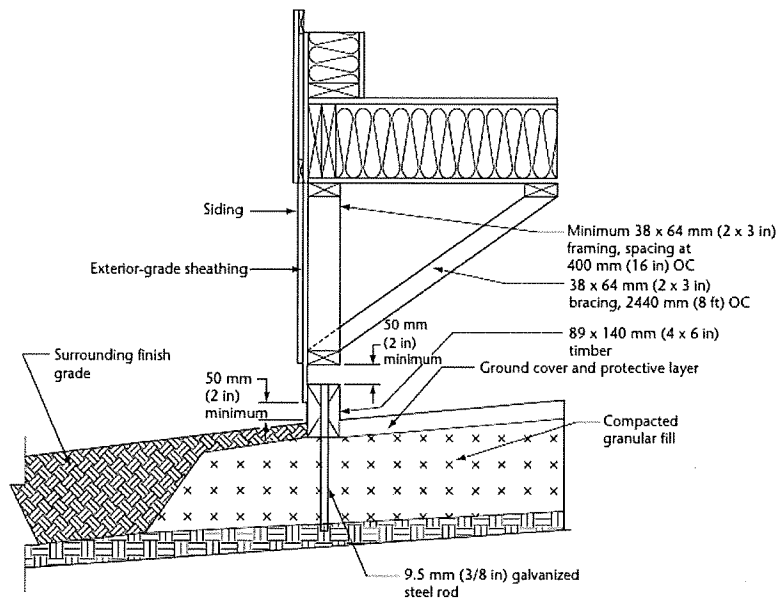
## General

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.



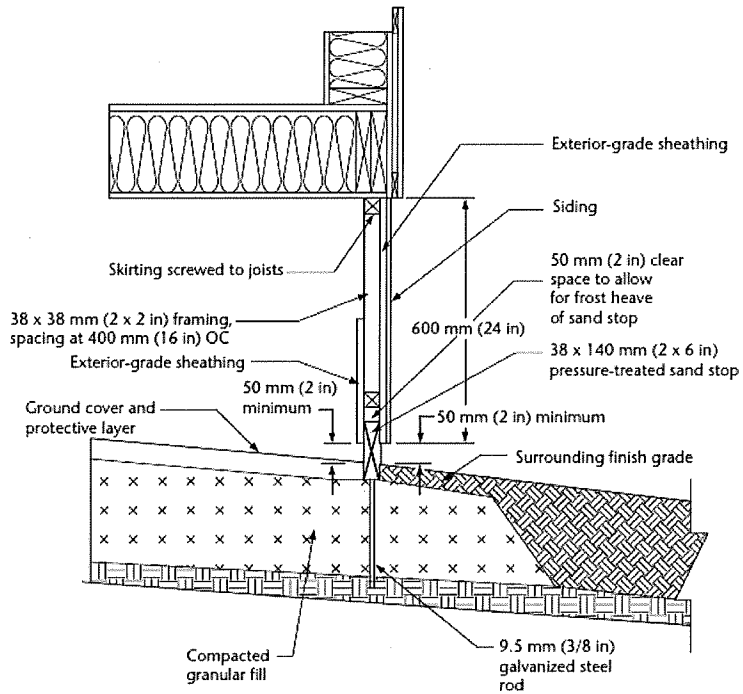
Note: Movement should be provided for in soils susceptible to frost heave.

**Figure E.1**  
**Skirting system (Example 1)**



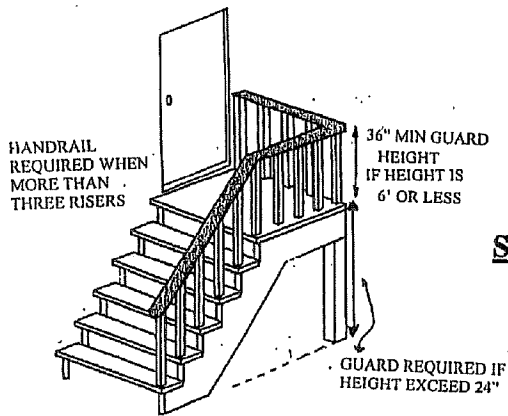
Notes:  
 (1) Movement should be provided for in soils susceptible to frost heave.  
 (2) Wood in contact with the ground should be treated with a pressure preservative.

**Figure E.2**  
**Skirting system (Example 2)**

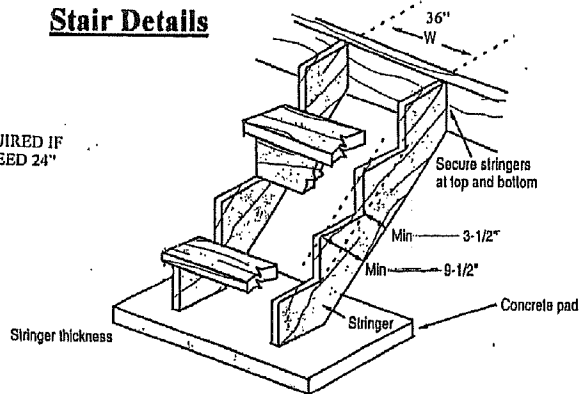


- Notes:**
- (1) Movement should be provided for in soils susceptible to frost heave.
  - (2) Wood in contact with the ground should be treated with a pressure preservative.

**Figure E.3**  
**Skirting (Example 3)**



**Stair Details**



Exterior wood steps shall not be in direct contact with the ground unless treated to prevent decay.