



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 <https://www.rdck.ca/EN/main/government/bylaws.html> 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 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"/>	Manufactured Home Park Owner Approval	If construction/placement is within a Manufactured Home Park.

For more information

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

NEW	ADD	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Plan	<p>Site plan must be drawn to scale and include items below (See Building Brochure for a sample site plan):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location plan if within a manufactured home park <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	<p>Provide the drawings below in PDF format. If unable to provide a digital copy, submit two sets of physical drawings no larger than 11"x17". Hand drawn plans NOT accepted.</p> <p>This information can usually be obtained from the manufactured home supplier.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Blocking plan <input type="checkbox"/> Floor plan <input type="checkbox"/> Elevation plans <input type="checkbox"/> Cross-section plan <p>Exit landings larger than 4'x8', or with a roof, require a separate deck permit.</p> <p>Additions and decks must <u>not</u> be structurally attached to the home, and require <u>frost-protected footings</u>.</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specifications	<p>Provide the following information:</p> <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>

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>www2.gov.bc.ca (Ministry of Transportation) bcmotwkd@gov.bc.ca 250.354.6400</p> <p>Required for ALL parcels with driveway access from a numbered highway.</p> <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"/>	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. Confirmation of adequate existing septic may be required if within a manufactured home park. <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. <p>Required Prior To Issuance</p>