



# 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 <https://www.rdck.ca/EN/main/government/bylaws.html> 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 <b>ALL</b> registered Owners <input type="checkbox"/> Include <a href="#">Owner(s) Representative Form</a> if applicable
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Title Certificate	<a href="http://Ltsa.ca">Ltsa.ca</a> (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 <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"/>	Driveway Access Permit	<a href="http://www2.gov.bc.ca">www2.gov.bc.ca</a> (Ministry of Transportation) bcmotwkd@gov.bc.ca 250.354.6400

**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	RENO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
			(if applicable)	<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"/>	<b>Site Plan</b>	<p>Site plan must be drawn to scale and include items below (See <a href="#">Building Brochure</a> for a sample site plan):</p> <ul style="list-style-type: none"> <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 <a href="#">Floodplain Management Bylaw</a> 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 2 sets of physical drawings no larger than 11"x17". <b>Hand drawn plans NOT accepted.</b></p> <p>We recommend the Owner obtain their construction drawings from an experienced designer or the supplier. See <a href="#">Building Brochure</a> for detailed drawing requirements.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foundation plan (a frost-protected foundation is typically required for A277 modular buildings)</li> <li><input type="checkbox"/> Floor plans</li> <li><input type="checkbox"/> Elevation plans</li> <li><input type="checkbox"/> Cross-section plans</li> <li><input type="checkbox"/> Structural drawings (See <a href="#">Structural Bulletin</a> for minimum requirements)</li> </ul>
<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>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Truss, Floor, Beam Layouts (if applicable)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide engineered floor and roof layout drawings, with <b>all point loads, factored reactions and live load assumptions</b>; Obtain from supplier.</li> <li><input type="checkbox"/> Provide truss, floor, and beam specifications and designs from supplier.</li> </ul>

NEW	RENO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Schedule(s) B, Sealed Plans and Proof of Insurance (if applicable)</b>	<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 <a href="#">Geotechnical</a> and <a href="#">Structural Bulletin</a> for when engineering may be required.</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Record of Sewerage System</b>	<p><a href="mailto:hadminnelson@interiorhealth.ca">Interiorhealth.ca</a>  <a href="mailto:hadminnelson@interiorhealth.ca">hadminnelson@interiorhealth.ca</a>  855.744.6328</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.</li> <li><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.</li> </ul> <p><b>Required Prior To Issuance</b></p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>BC Energy Compliance report, and Hot2000 report</b>	<p><a href="http://energystepcode.ca">Energystepcode.ca</a>  <a href="http://rdck.ca">Rdck.ca</a></p> <p><b>Required for new <u>and</u> used A277 buildings.</b></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 <a href="https://www.betterhomesbc.ca/ea/">https://www.betterhomesbc.ca/ea/</a></p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Energy Compliance: Small D, E and F3 commercial and industrial occupancies (if applicable)</b>	<p>When total building floor area is a maximum of 300m<sup>2</sup>. BCBC sections 9.36.2 to 9.36.4 are applicable (Prescriptive).</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Drawing sheets shall detail building envelope construction assemblies (9.36.2),</li> <li><input type="checkbox"/> HVAC requirements (9.36.3)</li> <li><input type="checkbox"/> Service Water Heating Systems (9.36.4).</li> <li><input type="checkbox"/> Blower door testing is not required.</li> </ul>