

MANUFACTURED HOME BUILDING PERMIT APPLICATION



CRANBROOK OFFICE
19 – 24th Avenue South
Cranbrook BC V1C 3H8
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COLUMBIA VALLEY OFFICE
1164 Windermere Loop Road
Invermere BC V0A 1K3
Ph: 250-342-0063

OFFICE USE ONLY

BP No. _____

Area/Yr. _____

SECTION 1 – APPLICANT INFORMATION

Registered Owner(s): _____	Contractor / Agent: _____
Mailing Address: _____ _____	Mailing Address: _____ _____
Contact No.: _____ Cell: _____ Email: _____	Office No: _____ Cell: _____ Email: _____

SECTION 2 – LEGAL DESCRIPTION OF PROPERTY

Parcel Identifier Number (PID): _____ Folio Number: _____

Address of Proposed Construction (as assigned by the RDEK): _____

SECTION 3 – PURPOSE OF APPLICATION

Please check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Manufactured Home Placement | <input type="checkbox"/> Interior Renovation |
| <input type="checkbox"/> Z240 <input type="checkbox"/> A277 Model Year _____ | <input type="checkbox"/> Exterior Renovation |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Deck / Porch / Veranda | <input type="checkbox"/> Move Building / Structure |
| <input type="checkbox"/> Wood Burning Appliance | |

Proposed Use of Structure: _____

Value of Manufactured Home: _____

Value of Construction (addition, deck, foundation, sono tubes, etc.): _____

Size of Building: _____ Height of Structure (from grade): _____

Number of Plumbing Fixtures: _____

SECTION 4 – CHECKLIST OF DOCUMENTS TO BE INCLUDED WITH APPLICATION

- ☐ Does your property have a history of a specified industrial and commercial use as shown on **Schedule 2** of the Contaminated Site Regulation?

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/375_96_04

☐ No

- ☐ Yes, Completed Site Disclosure Statement included.

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/375_96_02.

More information about this requirement (including 'How to complete a Site Disclosure Statement') can be found on the Ministry of Environment's Site Remediation website here:

<https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/site-identification>

- ☐ **Two (2) sets of plans showing:**
(One set of plans will be returned to you with RDEK comments upon the issuance of the permit.)

- ☐ Elevations (view from the north, south, east, west)
- ☐ Floor plans including labelled use of each room
- ☐ Foundation details for basement, crawl space, blocking, or sono tubes
- ☐ Drawings to include dimensions, including height
- ☐ Copy of CSA label

For A277 Manufactured Homes Only

Please also submit:

- ☐ **Specifications sheet including:**

- Mechanical details
- Source of heating
- Insulation, air and vapor barrier details
- Structural details, including snow load designs

- ☐ **Energy Efficiency** – For Manufactured Homes newer than January 1, 2021 submit 9.36 Pre-construction Report from Certified Energy Advisor - Step 1 required for homes manufactured between January 1, 2021 and December 31, 2021, Step 2 required for homes manufactured between January 1, 2022, and April 31, 2023, and Step 3 required for homes manufactured after May 1, 2023.

- ☐ **If deck or addition** on manufactured home is being applied for at the same time, provide the following details:

- ☐ Elevation drawings (view from the north, south, east, west)
- ☐ Foundation details
- ☐ Drawings to include dimensions, including height
- ☐ Cross section of structure
- ☐ Structural details

- ☐ **Provide Proof of Ownership** – A Title Search print dated no more than 30 days before you file your application is required for **all** building permit applications. These are available online at <http://www.ltsa.ca/cms/>. If requested, a Title Search can be obtained by the RDEK for a document fee of \$17.50.

- ☐ Please check and initial here to consent to the RDEK conducting a Land Title Search on your behalf for a fee of \$17.50.

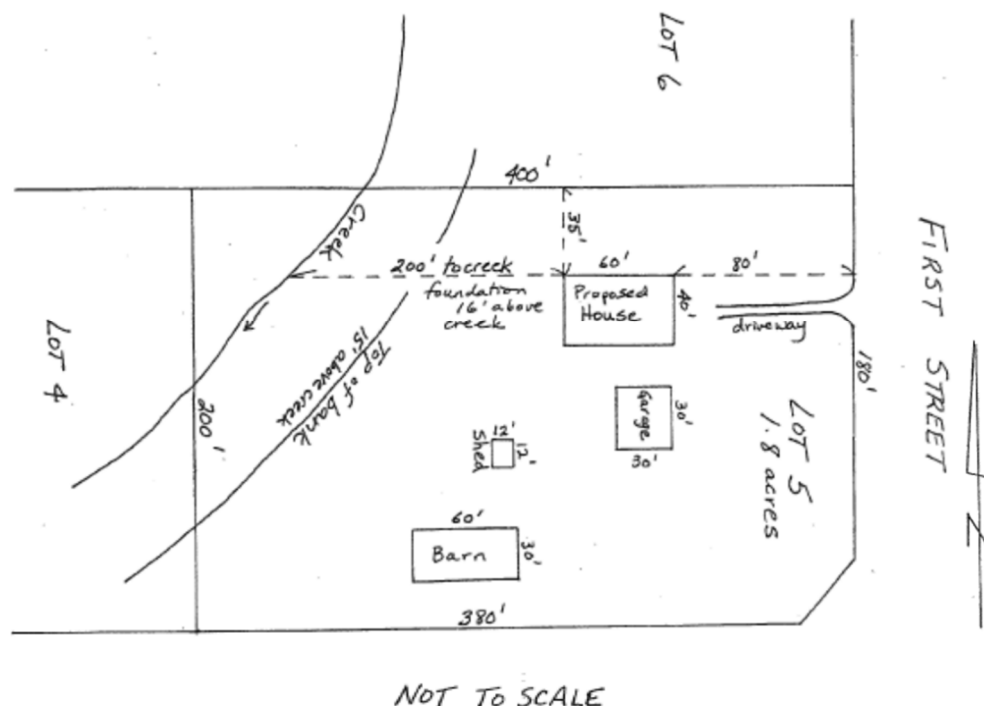
Please note if you are leasing a site within a manufactured home park, we will require authorization from the owner of the land that you are permitted to construct your proposed structure.

If your property is in the name of a company, please provide a copy of the company registry documents showing owners and signers for the property.

Building Permit Application

- ☐ **Septic Letter of Comfort or Sewage / Septic filing forms** - obtained from a Registered Onsite Wastewater Practitioner (ROWP)
- For a list of certified practitioners visit the ASTTBC website: <https://asttbc.org/registrants/registrant-directory/>.
- ☐ **Plot Plan** – provide plot plan which includes the following (sample below):
- north arrow
 - lot lines with dimensions
 - location of proposed structure with distances indicated from proposed structure to each property line
 - access (roads, driveways)
 - all existing buildings on property including the square footage of each structure
 - distances from & elevations above all watercourses and/or waterbodies on or near the property (including creeks, springs, seasonal drainages, rivers, lakes, wetlands, ponds)

SAMPLE PLOT PLAN



☐ **Development Permit Application Submitted**

In addition to a Building Permit you may need to apply for a Development Permit if your property is within a Development Permit Area, identified in a RDEK Official Community Plan (OCP). The Official Community Plan schedules are available on the RDEK website at www.rdek.bc.ca/bylaws/ocp_zoning_landuse/.

☐ **Development Variance Permit Application Submitted**

You have confirmed that you will require a variance to the zoning on your property and have already submitted a Development Variance Permit Application with the RDEK.

SECTION 5 – DECLARATION AND OWNER AUTHORIZATION

If the permit applied for is granted, I / we agree:

- (a) to conform and be bound by the requirements of all relevant statutes, regulations, rules, orders in council and bylaws of the Province of British Columbia and the Regional District of East Kootenay (RDEK), including but not limited to, the BC Building Code and the RDEK Building Regulation Bylaw.
- (b) neither the issuance of a permit under this Bylaw, the review and acceptance of the design, drawings, plans or specifications, nor inspections made by a Building & Protective Services official, shall constitute a representation or warranty that the Building Code or the Bylaw have been complied with or the building, structure or plumbing system meets any standard of materials or workmanship, and no person shall rely on any of those acts as establishing compliance with the Building Code or this Bylaw or any standard of construction.
- (c) that the information we provided on Page 2 of this application regarding the history of the property with respect to commercial or industrial activities is correct to the best of my/our knowledge.
- (d) Personal information contained on this form is collected under *the Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the permit application. For questions or additional information, contact the RDEK FOI Coordinator at 250-489-2791.

I / we have read the above agreement, release and indemnify and understand it.

Signature of All Registered Owner(s) (Required for all applications):

Name: _____ Date: _____
(please print clearly)

Signature: _____

Name: _____ Date: _____
(please print clearly)

Signature: _____

Name: _____ Date: _____
(please print clearly)

Signature: _____

Name: _____ Date: _____
(please print clearly)

Signature: _____

SECTION 6 – CONTRACTOR / AGENT AUTHORIZATION

If the application is submitted by a Contractor/Agent, and the Contractor/Agent will be acting on the owner's behalf, the owner(s) must also sign the following statement or provide separate written authorization:

I / we consent to this application filed by the person or company whose name appears as the contractor / agent on page 1.

Signature of Owner(s): _____

Signature of Contractor/Agent: _____ Date: _____