

# Building Permit Application Manufactured Home



DP # \_\_\_\_\_ DP Appeal Deadline \_\_\_\_\_ Division No. \_\_\_\_\_ Roll # \_\_\_\_\_

<b>Applicant:</b> _____ Phone: _____ Cell: _____
Address: _____ City: _____ Postal Code: _____
Fax: _____ E-mail: _____
<b>Property Owner:</b> _____ Phone: _____ Cell: _____
Address: _____ City: _____ Postal Code: _____
Fax: _____ E-mail: _____
<b>Contractor:</b> _____ Phone: _____ Cell: _____
Address: _____ City: _____ Postal Code: _____
Fax: _____ E-mail: _____

Description of Project: \_\_\_\_\_

Residence (sq. ft.): \_\_\_\_\_ Attached Garage (sq. ft.): \_\_\_\_\_ In Floor Heat: Garage Residence

Basement Dev. (sq. ft.): \_\_\_\_\_ Deck(s) (sq. ft.): \_\_\_\_\_ Fireplace (wood or gas) / Woodstove: \_\_\_\_\_

Municipal Address (if applicable): \_\_\_\_\_ Construction Value: \$ \_\_\_\_\_

Plan: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Legal: W. of: \_\_\_\_\_ Meridian Range: \_\_\_\_\_ Twp: \_\_\_\_\_ Section: \_\_\_\_\_ Quarter: \_\_\_\_\_

**Permit Applicant Declaration:** The permit applicant certifies that this installation will be completed in accordance with the *Alberta Safety Codes Act and Regulations*. The permit applicant/owner acknowledges that as per Section 12(2) of the *Alberta Safety Codes Act*, Parkland County is not liable for any decision related to the system of inspections, examinations, evaluations and investigations including but not limited to a decision relating to their frequency and the manner in which they are carried out.

\_\_\_\_\_  
Applicant Name (please print)                      Applicant Signature                      Date

<b>Plans Reviewed:</b> _____	<b>Permit Fee:</b> \$ _____
<b>Permit # Issued:</b> _____	<b>Safety Codes Fee:</b> \$ _____ (4% of Permit Fee or \$4.50 Min.)
<b>Issued By:</b> _____	<b>TOTAL FEES:</b> \$ _____
<b>Designation No:</b> _____	<b>Payment Information</b> <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Visa <input type="checkbox"/> M/C
<b>Signed:</b> _____	Receipt No. _____

**For Office Use Only – Credit Card Authorization**

**PARKLAND COUNTY ACCEPTS VISA OR MASTERCARD ONLY**

**PAYMENT AMOUNT:** \_\_\_\_\_

**Card Holder:** \_\_\_\_\_

**Card #:** \_\_\_\_\_

**Expiry Date:** \_\_\_\_\_ **CSV #** (3 digit # on back of credit card) \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Please note that permits will not be processed until payment is received.**

**The application can be dropped off at our office, emailed to [safetycodes@parklandcounty.com](mailto:safetycodes@parklandcounty.com), mailed/couriered or via faxed to 780-968-3225.**

**MANUFACTURED HOME / SINGLE-WIDE MOBILE HOME  
INFORMATION SHEET  
(To be completed fully and attached to the Building Permit Application)**

The following information is required to obtain a Building Permit. This information is usually provided by the manufacturer or seller of the unit.

Year: \_\_\_\_\_ Make/Model of Unit: \_\_\_\_\_

Serial Number: \_\_\_\_\_

C.S.A. / Intertek Label Number (if available): \_\_\_\_\_

Alberta Municipal Affairs & Housing Label Number: \_\_\_\_\_

Foundation type (check applicable foundation type):

- |  |   |
|--|---|
| <input type="checkbox"/> Wood Blocking   | <input type="checkbox"/> Concrete Piles (requires engineered drawings)    |
| <input type="checkbox"/> Pier Foundation | <input type="checkbox"/> Screw Piles (submit pile detail & torque values) |

Please answer the following questions:

Type of Unit:     Z 240 (steel frame construction) or  A 277 (wood frame construction)

Is this home being relocated from somewhere other than the manufacturers?  Yes or  No

Has this home has any renovations and/or additions since leaving the factory:  Yes or  No

The set up of this home **MUST include** two 4' x 6' landings with stairs and railings.

**Decks and additions** require the submission of separate construction plans and details.

**Woodstoves** will require the submission of the Manufacturer's Specifications.

## **Checklist for a Manufactured Home or Single Mobile Home**

- Approved Development Permit (including approved Site Plan)
- Complete Building Permit Application Form
- Manufactured Home / Single Wide Mobile Home Information Sheet must be completed
- **Foundation Plan**
  - Screw piles (provide screw pile detail sheet and pile layout). Once completed submit pile detail and torque values
  
  - Engineering **is required** for the following:
    - Concrete pile and grade beam systems.
    - Concrete piles.
    - Preserved wood foundation.
    - Concrete slab foundation that supports a residential structure.
    - Polycore foundation.
- **Floor Plan**
  - Dimensions of all rooms and their purpose (i.e: den, bedroom, foyer, etc.).
  - Location and description of all fixed equipment (i.e: sinks, bathtubs, etc.).
  - Location of all smoke and carbon monoxide alarming.
- **Elevation Views & Cross Section**
  - Include views from all sides (front, rear, right, left), including exterior cladding details.
  - Cross Sections to include details (i.e: label rooms; roof pitch; and identify wall, floor and truss details).
  - Engineering **is required** for **tall walls** (exceeding 12 feet).

Other information to be included on the drawings is the location, height and size of all walls, partitions, doorways, window and other openings, stud sizing and spacing, including lintel sizes over windows and doors, stair details and dimensional floor detail where applicable.

**NOTE:** Any amendments to the approved drawings need to be submitted for approval **PRIOR to** the changes being made.

- Radon Gas reduction details if home has a full foundation or heated crawlspace.
- Verification of Home Warranty Coverage or exemption – for more information visit [http://www.municipalaffairs.alberta.ca/alberta\\_home\\_warranties.cfm](http://www.municipalaffairs.alberta.ca/alberta_home_warranties.cfm)

## **EXISTING MANUFACTURED HOMES/MOBILE HOMES to be RELOCATED TO PARKLAND COUNTY**

If there **is** an Alberta Municipal Affairs and CSA label:

1. The applicant must provide proof of the AMA and CSA label, the make, model, and year built, plus pictures to confirm the existing condition.
2. Submit foundation, floor and elevation plans and specifications.
3. Depending on the proposed foundation system and current condition of the home, engineering approval may be required.

## **EXISTING MANUFACTURED HOMES/MOBILE HOMES to be RELOCATED TO PARKLAND COUNTY...Cont'd**

If there **is not** an Alberta Municipal Affairs and CSA label:

1. The applicant must provide a letter from an engineer that confirms that the home is structurally adequate and is safe to be relocated and placed on a new foundation system. (Note: depending on the condition of the home, the home may be required to be tested for mold, mildew or other health hazards.)
2. Submit foundation, floor and elevation plans and specifications.
3. Depending on the proposed foundation system and current condition of the home, engineering approval may be required.
4. After the building permit has been approved and the manufactured home/mobile home is placed on the foundation system, the engineer shall conduct a site inspection to approve anchorage of the building to the foundation, verify the building is still structurally safe and provide written verification of the field review to Parkland County.
5. The home must comply with building code life safety requirements such as, bedroom window egress sizes, rise and run of stairs, guards and handrails, interconnected smoke alarms on each floor level, etc.