CSA Z240 Mobile Home Permit Application

*for A277 Modular and Manufactured homes, submit Building Permit Application

Information: crd.ca/building Phone: 250.360.3230 Questions: bpapplication@crd.bc.ca

Site Address:	
City:	Postal Code:
Legal Description:	PID:

Applicant

Name:	
Mailing Address:	
Telephone:	Email:

☐ If different from the Owner, complete and attach Appointment of an Authorized Agent Form

Engineer

Name:	
Company Name:	
Mailing Address:	
Telephone:	Email:

Installer

Company Name:	
Mailing Address:	
Telephone:	Email:

☐ If different from the Owner, complete and attach Appointment of an Authorized Agent Form

Owner

Name:	
Mailing Address:	
Telephone:	Email:

☐ If the owner is a company or society, include a copy of the Statement of Directors and Registered Office.

Project Information

Project Construction Value: _____

Details of Mobile Home

Name of Manufacturer:	
Address of Manufacturer:	
Make #:	Model #:
Serial #:	Gas Approval#:
Oil Approval #:	Electrical Approval #:
Year Built:	Number of Bedrooms:
Floor Area:	Number of Plumbing Fixtures:

Note
Factory built "Mobile Homes" must be certified as complying with Canadian Standards Association Standard "CAN/CSA-Z240 MH Series-16 (R2021)". This standard does not apply to site preparations (foundations, basements, mountings), interconnection of modules, connection to services and installation of appliances. Mobile homes that do not meet the above standard will require the inspection and approval from a British Columbia registered professional engineer and/or architect. It may be necessary for the Building Official to inspect the Mobile Home as well.

Information to be Submitted with the Mobile Home Permit Application:

Select all that are applicable to your project. If you need assistance, please email permitquestion@crd.bc.ca

☐ **Appointment of an Authorized Agent** form is required when an owner is giving an agent, applicant, architect, or contractor permission to act on their behalf during construction. If there is more than one legal owner, all owners must sign.

☐ **Archaeology**: For new buildings and building additions where there is excavation or tree removal, confirmation is required that the property is **not in an archaeological sensitive area.**

- ☐ **Salt Spring Island & Southern Gulf Islands** applicants must provide confirmation from the Archaeology Branch or a private professional consulting Archeologist.
- ☐ **Juan de Fuca** applicants are encouraged to obtain archaeology information from CRD Juan de Fuca Community Planning.

☐ **Construction Drawings (existing and new required):** Detailed, scaled, fully dimensioned PDF construction drawings including, (if applicable), architectural floor plans, building elevations, cross sections, details, foundation plan, Radon precision details, stair and landing details, and structural, civil, mechanical and electrical drawings. All PDF's **must be unlocked.** Please relay this to your Engineer, Designer or Architect prior to submission.

☐ **Easements, Covenants, Rights-of-Way, Undersurface Rights, Covenants** (all non-financial charges on a title). When they exist on a property, include a copy.

☐ **Engineering** Schedules only required when Architects or Engineers are involved with the project. Schedule A required only when there is a is Designated Coordinating Registered Professional (Architect) and will generally only apply to Part 3 buildings. Schedules must be sealed *(Assurance of Professional Design and Commitment for Field Review*). All PDF's must be **unlocked,** please relay this to your Architect or Engineer prior to submission.

- ☐ Geotechnical
- ☐ Structural
- ☐ Floor and Truss layout to be engineered
- ☐ Geotechnical report if applicable

☐ **Manufactured Home Initial Registration Application** (Form 27)

☐ **Mobile Home Certificate**

☐ **Planning Approval** of zoning and development permit confirmation is **required for all new**:

- Single family dwellings
- Accessory buildings
- Change of building use
- Change to building exterior
- Decks
- Additions that change the footprint of the building

Planning approval is not required for interior renovations when there is no change of use.

Juan de Fuca, Malahat & Willis Point

Contact Juan de Fuca Community Planning **PRIOR** to applying for a building permit for information about land use, zoning and development areas.
Email: jdfinfo@crd.bc.ca, Phone: 250.642.8100, #3-7450 Butler Road, Sooke, BC, V9Z 1N1

Southern Gulf Islands & Salt Spring Island

Contact Islands Trust **PRIOR** to applying for a building permit. Building permit applications **MUST INCLUDE** a Building Permit Review Response Form confirming that the Site Plan and Construction Drawings (including elevations) comply with land use bylaws and development permit areas. Plans and drawings submitted to Islands Trust and the CRD must be identical. For zoning and development area assistance, contact Islands Trust. The Building Permit Review form is available online www.islandstrust.bc.ca and can be submitted via email to:

- **Southern Gulf Islands**, #200-1627 Fort Street, Victoria, BC, V8R 1H8
  Email: southinfo@islandstrust.bc.ca, Phone: 250.405.5151
- **Salt Spring Island -** Islands Trust, 4-121 McPhillips Avenue, Salt Spring Island, BC, V8K 2T6
  Email: ssiinfo@islandstrust.bc.ca, Phone: 250.537.9144

☐ **Potable water supply** proof required**:**

- ☐ Well log
- ☐ Rainwater harvesting (requires mechanical engineering design)
- ☐ Water test results (coliform and minerals)
- ☐ Approval letter from applicable Water District
  - Salt Spring Island applicants needing assistance, contact North Salt Spring Waterworks District.
  - Port Renfrew applicants to provide copy of Confirmation Letter from CRD Integrated Water Service. Contact CRD Integrated Water Service or email waterbilling@crd.bc.ca.
  - Magic Lakes, North Pender Island applicants to provide copy of application and payment to CRD Integrated Water Service, or if water account is already set up submit copy of utility bill. Contact CRD Integrated Water Service or email waterbilling@crd.bc.ca.

☐ **Sewage Disposal Permit:** Required for new buildings, new additions, and renovations where more than three plumbing fixtures are added. Not required if less than three plumbing fixtures are added to an existing site sewage system or if building sewage system is connected to a municipal or shared common-use system. Number of bedrooms must be listed.

☐ Record of Sewerage System (filing of application with Island Health).

☐ If Addition to **Single Family Dwelling**: Assessment of sewage disposal system by registered professional.

- Sewage Systems - BC Guidelines and Resources
- Sewage Systems – CRD Septic Regulations & Bylaw

☐ **Site Approval:** Include with the application a letter from the owner of the Mobile Home Park, the Tenant's Association or other relevant group or individual, confirming that there are no objections to the establishment of a mobile home, including any addition on the proposed site.

☐ **Site Plan** drawn to scale showing: dimensions of property, location of septic tank and disposal field, location of well, location of proposed building, ground elevations, location of all existing buildings and distances to property lines and details of site drainage.

☐ **Title Search** is required for all permit applications and must be dated within 30 days of application. Visit LTSA or check here ☐ to order for $25.

Submit Application using ZendTo:

(1) Go to 'ZendTo' (no account set-up required).
(2) Click on 'drop-off'.
(3) Add your name, organization, and email. Click 'Send confirmation'.
(4) An email will be sent to you with a link. Click on the link.
(5) Add the recipient 'CRD Building Inspection' and email: bpapplication@crd.bc.ca. Click 'Add and Close'.
(6) Add PDF attachment by selecting 'Click to Add Files or Drag Them Here' and select the PDF from your computer. Once attached the PDF will be listed on the screen. All PDFs **must be unlocked including Schedules and Drawings.** Please relay this to your Engineer, Designer or Architect prior to uploading.
(7) Click 'Drop-off Files'.
(8) A message will appear on the screen notifying you that 'Your files have been sent successfully'.
(9) Once the CRD has retrieved your PDF file from ZendTo, you will receive a confirmation email.

Non-refundable **Application Fee of $300**

The application will be reviewed by our staff. Once it is approved, an invoice for the application fee will be emailed to the applicant. Payment can then be made by cheque, credit card, money order, bank draft, debit, or cash at CRD offices in Victoria, Juan de Fuca, Pender Island, and Salt Spring Island or mailed to:

Capital Regional District
Attention: Building Inspection
625 Fisgard Street
Victoria, BC V8W 1R7

Limitation of Liability

Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings, or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.

Notice of Collection of Personal Information

The CRD is committed to protecting your privacy. Personal information contained on this form is collected under sections 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and will be used to process this application, as well as for any purpose contemplated under Part 9 of the *Local Government Act*. Please note that as a result of this application, copies of any associated permits, plans and/or other related property records (excluding any personal information therein) may be available to the public, either on a routine basis or by request under FOIPPA. If you have questions regarding the collection of personal information on this form, please contact: Building Inspection Manager 250-360-3230 permitquestion@crd.bc.ca.

All building in the CRD Electoral Areas is regulated by Building Regulation Bylaw No. 3741.

Signature Required:

_____	_____	_____
Name of Applicant	Signature of Applicant	Date (dd/mm/yyyy)