



Manufactured / Mobile Home Permit Submission

Planning Department Checklist:

Date	Applicant Initials	Staff Initials	Requirements
			1. Signed Application Form(s) (one permit application per lot/title)
			2. Owner Authorization, if required (if the applicant is not the owner)
			3. Property Management / Condo Authority Authorization
			4. Application Fee(s): Receipt No.: _____
			5. Alberta New Home Warranty – NHBPA (Effective February 1, 2014)
			6. Uncovered Deck Construction Sheet (if applicable)
			<p>6. Three (3) Site / Plot Plans showing:</p> <ul style="list-style-type: none"> ○ North Arrow; ○ Civic / Municipal Address; ○ Legal Description (Lot, Block, Plan); ○ Land Use District; ○ Property Lines; ○ Front, side and rear setbacks of the manufactured / mobile home including decks, from property lines, adjacent buildings, accessory buildings or structures, other manufactured homes and roads or streets; ○ Easements and utility rights-of-ways; ○ Foundation outline of the manufactured / mobile home and the outline of eaves and any other projections; ○ Outline and location of manufactured / mobile home, decks, landings, steps and any accessory building(s), and; ○ Off street parking areas including width and length of all stalls; ○ Retaining walls (existing and proposed); ○ Adjacent Town streets, sidewalks, curbs and proposed and existing curb cuts; ○ Location of existing or proposed services lines, and electric and gas meters; ○ Any utility poles, transformer boxes, hydrants, light standards, on or adjacent to the site.
			<p>7. Three (3) sets of blueprints/plans (one copy stamped with the red architectural controls stamp and signature from the developer) of each face of the building showing:</p> <ul style="list-style-type: none"> ○ Exterior of the proposed manufactured / mobile home including size and position of all doors, windows, projections, decks, chimneys/furnace vent, etc. and the finished ground level; ○ Layout of all exterior and interior walls and identification of all rooms (e.g. kitchen, bathroom, internal stairways, etc.); ○ Elevation of any fence or retaining wall(s) on the site; ○ Location of all doors and windows; ○ Exterior finishing materials of manufactured / mobile home including its foundation, exterior walls and roofing materials, and; <p align="center">CONTINUED ON NEXT PAGE</p>



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			<ul style="list-style-type: none"> ○ Dimensions of buildings (length & width), include cantilevers and other projections.
			<p>8. Additional Information, if required:</p> <ul style="list-style-type: none"> ○ Dimensioned height from grade on each elevation, corners and highest point, to top of roof; ○ The pitch of the roof, and; ○ The length of the roof overhang.
			<p>9. Professional involvement for construction methods that <i>differ</i> from what is prescribed in Part 9 (House and Small Buildings) of the Alberta Building Code must be designed by a professional engineer license to practice in Alberta. Some examples that require professional involvement are:</p> <ul style="list-style-type: none"> ○ Shallow foundations (foundations less than 1.2m below grade or less that frost penetration requires the seal and signature of an engineer on the plans); ○ Pile and grade beam foundations (seal and signature of an engineer on the plans); ○ Pile foundations (seal and signature of an engineer on the plans); ○ Preserved wood foundations (seal and signature of an engineer or architect on the plans); ○ Hydronic radiant floor heating systems (seal and signature of the engineer on the pre-engineered or custom engineered package); ○ Timber framing, post and beam and archrib constructions (seal and signature of an engineer or architect on the plans).

The Development Authority may require additional material considered necessary to properly evaluate the proposed development.

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Reviewed By:	Date:
Comments:	