

1. The Planning Department must approve the use of a mobile home on the property.
2. Mobile homes must be certified to the CSA-Z240 'Mobile Homes' standard. Mobile homes without certification are **not** permitted.
3. Mobile homes to be used as a second dwelling shall have a covenant registered on title that restricts the mobile home to the approved Zoning Bylaw use.
4. To apply for a building permit to place a mobile home on a property the following information shall be submitted to the building department:
  - A. The manufactured home checklist (see attached) with the following information:

▪ Manufacturer	▪ CSA Z240 Certification
▪ Date of Manufacture	▪ Registration number
▪ Model	▪ Serial number
▪ Size	
  - B. Two sets of drawings, to scale, which include:
    - (a) Site Plan including:
      - all covenants, easements, right-of-ways, septic systems, water courses and ponds.
      - retaining walls and if they're over 1m in height must have a B1/B2 and signed/sealed drawings from an engineer.
      - all other buildings on the property.
      - any decks, stairs, and additions on the mobile home.
      - setbacks from the property lines, other buildings, and watercourses to the mobile home.
    - (b) Floor plan of mobile home with landings or decks & stairs shown at each exterior door (include dimensions of mobile home and landings and/or decks plus room locations).
    - (c) Foundation plan including construction and placement of piers and type of tie downs.
    - (d) Exterior Elevations (exterior view of the building).
    - (e) Full construction drawings for any decks, carports, or rooms (site plan, floor plan, cross section & elevation drawings).
    - (f) All floor and roof assemblies of permitted additions (rooms, decks, carports, etc) must be independently supported and must not add any structural load to the mobile home.
  - C. A title search dated within 30 days of your application to confirm ownership.
  - D. Copies of all easements, right-of-way, or covenant documents noted on property title.
  - E. Building Permit Application Form (attached) – Ensure all highlighted areas are completed.
  - F. Owner's Undertaking Form (attached), this form states the owner is aware of the changes that are happening on the property – Ensure all highlighted areas are completed.
  - G. Agent Appointment Form (attached), The owner signs this form stating they are appointing someone else to act on their behalf – Ensure all highlighted areas are completed.
  - H. A non-refundable deposit of \$1,050.00 will be required at the time of application for single family dwelling permits.
  - I. Where Municipal sewer is not available; authorization, in the form of a Record of Sewerage approved by Fraser Health, for the septic system is required.
  - J. Where Municipal water is not available, written confirmation that an adequate supply of potable water is available on site is required. The form is available from the Inspection Services Department.

## Site Preparation

The following requirements for site preparation must be met:

- topsoil and organic matter must be removed.
- base to be graded from the center to the outside at a 2% minimum.
- Inorganic compactable granular material (gravel, sand, etc.) shall be used as fill. Fill shall also be graded at a 2% slope away from the center of the mobile home.
- one of the following ground covers shall be installed under the mobile home:
  1. 2" cement concrete
  2. 2" asphaltic concrete
  3. 6 mil polyethylene sheet vapour barriers
- the ground cover shall extend to 6" beyond the face of the trailer.
- minimum 24" clearance between the bottom of the joists and ground cover.

## Foundation

Footings shall be:

- 4" thick un-reinforced concrete,
- or 3½" pressure treated wood certified for below ground installation,
- or reinforced concrete footing

Piers shall be:

- 8"x8"x16" concrete masonry units placed with hollow cores in vertical position (see attached).
- wood crib consisting of sound lumber with every course at right angles to the last and each layer securely fastened to the layer beneath.
- reinforced concrete at least 8" Ø or at least 8" in dimension if squared.
- a minimum 8' o.c. unless otherwise specified by manufacturer.

## Anchorage

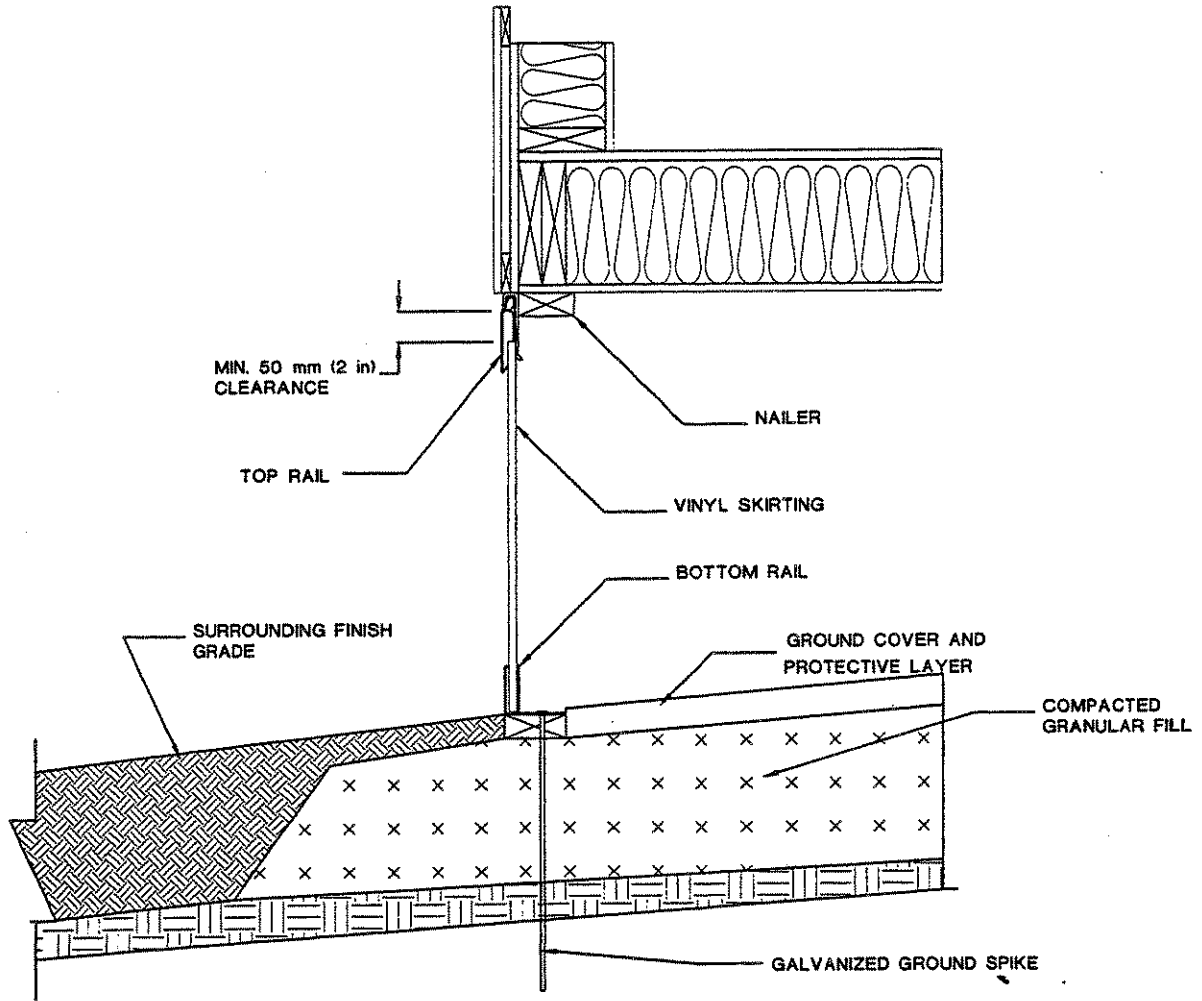
Three pairs of tie downs are required for a single wide mobile home and six pairs for double wide mobile homes and shall be installed at each end and the mid point of the chassis beam. Tie downs are to consist of a ½" turnbuckle and ½" steel cable or 5/16" chain (all corrosion resistant) and are to be secured to the chassis beams and to stable inground anchorage.

## Skirting and Ventilation

- Mobile homes shall be skirted with skirting designed to accommodate 2" of vertical movement. (see attached)
- Cross ventilation shall be provided in the crawl space by four vents uniformly spaced on opposite sides of the home and kept free from obstructions.

## Other Government Agencies:

Gas Inspector (Compressed Gas and Natural Gas) 604-851-7013  
Electrical Inspector 604-851-7012  
Upper Fraser Valley Health Unit 604-814-5500



**Note:** Provision for movement should be provided in soils susceptible to frost heave.

**Figure E1**  
**Skirting Detail**  
(See Clause 7.)

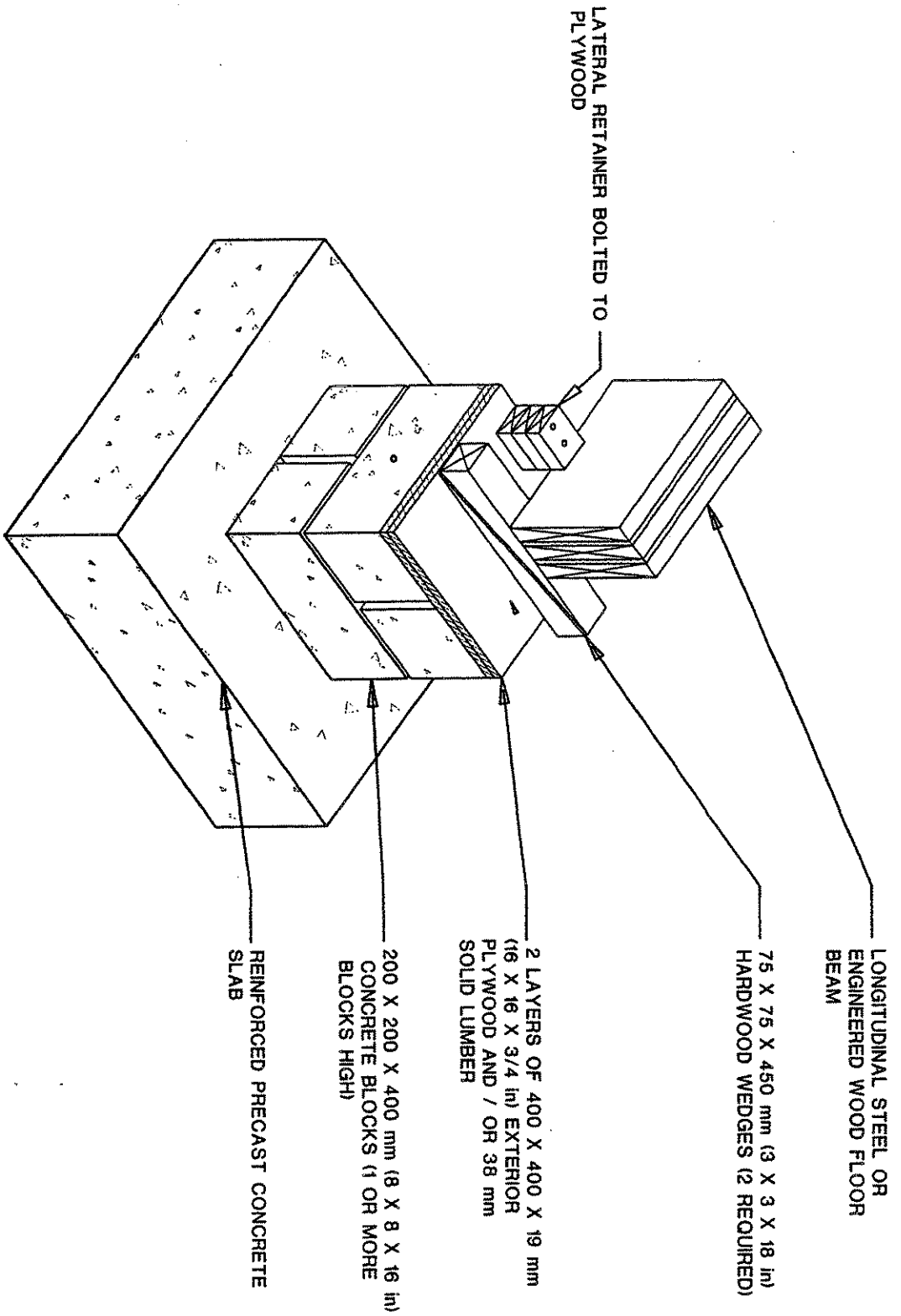


Figure B5  
Concrete Block Surface Foundation System



# MANUFACTURED HOME CHECKLIST

Building Permit No \_\_\_\_\_

Site Address \_\_\_\_\_

(please print clearly)

**To be completed by owner/agent**

**Building Inspector to initial & date**

Manufactured by \_\_\_\_\_

Date of Manufacture \_\_\_\_\_

Model \_\_\_\_\_

Size \_\_\_\_\_

CSA / Z240 # \_\_\_\_\_

Or

CSA / A277 # \_\_\_\_\_

BC Manufactured Home Registry # \_\_\_\_\_

Serial # \_\_\_\_\_

This form must be completed by the home designer or architect and submitted with the Pre-Application Submission Review Checklist when applying for a building permit.

Property Address: \_\_\_\_\_

Zone of Property: \_\_\_\_\_

1. I have checked the [zone](#) and my plans comply with the allowable:

- |                           |                              |                             |
|---------------------------|------------------------------|-----------------------------|
| a. <b>Use(s)</b>          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. <b>Setbacks</b>        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. <b>Building Height</b> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. <b>Lot Coverage</b>    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered **No** to any of the above, you will be required to obtain a Development Variance Permit from Council, and **a Building Permit will not be issued until this is addressed.**

2. I am aware of, have shown, or addressed all:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| a. <b>Right-of-Ways</b>                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. <b>Easements</b>                          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. <b>Covenants</b> (design, no-build, etc.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

3. Do you need a **Development Permit** for any of the following?

a. **Riparian Area Protection Regulation?**

Is the building within 30 metres of a watercourse?  Yes  No

If **YES**, have you provided a completed [Riparian Areas Protection Regulation Assessment Report](#) that has been registered with the Province of BC?  Yes  No

If you answered **Yes** to the above, you will be required to obtain an Environmental Development Permit.

**A Building Permit will not be issued until this is addressed.**

b. **Geohazard Report?**

Does this site need a site-specific geotechnical report as listed on title?  Yes  No

If **YES**, have you provided a site-specific geohazard report?  Yes  No

*([Assistance to Developers and Building Permit Applicants Undertaking Landslide Hazard Assessments](#))*

Note: The Building Inspector may ask for a geotechnical report even if there isn't one registered on title, based on site conditions or where the home is placed on the lot.

If you answered **Yes** to the above, you will be required to obtain a Geohazard Development Permit.

**A Building Permit will not be issued until this is addressed.**

c. **Fire Interface?**

Is this building within the District of Mission's [Fire Interface Development Permit Area: Map 17 Fire Interface DP Area](#) (OCP Bylaw 5670-2017, Appendix C)?  Yes  No

If **YES**, have you designed your building to comply with the District of Mission's [Fire Interface Guidelines](#)?  Yes  No

If you answered **Yes** to the above, you will be required to obtain and address any design issues in a Fire Interface Development Permit.

**A Building Permit will not be issued until this is addressed.**

<b>Name of Owner or Agent</b> (please print)	<b>Signature</b>	<b>Date</b>
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**DESIGNER MUST COMPLETE THIS PORTION**

**Form and Character Development Permit**

Does the development address the requirements of the Form and Character Development Permit and with all restrictive covenant(s) listed on title?

If NO, please explain.

NOTE: Depending on the restrictive covenant, there may be instances where the District cannot consider modifications.

**Designer's Recommendation:**  Approve  Deny  Request Modification

<b>Name of Designer</b> (please print)	<b>Signature</b>	<b>Date</b>
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PERMIT #: \_\_\_\_\_

ROLL #: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

**BUILDING PERMIT APPLICATION**  
Please Print

INSPECTION SERVICES DEPARTMENT

**Site Address:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

**Value of Construction:** \_\_\_\_\_

**PERMIT TYPE**

- SINGLE FAMILY DWELLING
- MANUFACTURED / MOBILE HOME
- TWO FAMILY DWELLING
- MULTI-RESIDENTIAL
- COMMERCIAL
- INDUSTRIAL
- INSTITUTIONAL

**DESCRIPTION**

- NEW CONSTRUCTION
- ADDITION
- ALTERATION / RENO
- TENANT IMPROVEMENTS
- SECONDARY SUITE
- DEMOLITION
- SPECIAL INSPECTION

- OTHER: \_\_\_\_\_
- ACCESSORY BUILDING
- SIGN
- GARAGE / CARPORT
- WOODSTOVE
- SPRINKLER
- SERVICES

**BRIEF DESCRIPTION OF PROJECT:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_ **Business Licence # (if applicable)** \_\_\_\_\_

**APPLICANT**

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
HOUSE/STREET CITY PROVINCE POSTAL CODE  
 PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

**PROPERTY**

NAME: \_\_\_\_\_

**OWNER**

ADDRESS: \_\_\_\_\_  
HOUSE/STREET CITY PROVINCE POSTAL CODE  
 PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

**BUILDER**

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
HOUSE/STREET CITY PROVINCE POSTAL CODE  
 PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

I HEREBY CONFIRM THAT THE INFORMATION SUPPLIED IN SUPPORT OF THIS APPLICATION IS TRUE AND CORRECT: \_\_\_\_\_

**OWNER OR AGENT SIGNATURE**

**OFFICE USE  
ONLY  
COMMENTS:**






DEVELOPMENT SERVICES DEPARTMENT

## AGENT APPOINTMENT

"I (We) the undersigned, being the registered owner(s) of the property located at \_\_\_\_\_

*Property Address*

\_\_\_\_\_ (the 'property') hereby irrevocably appoint

*Property Address*

\_\_\_\_\_ of \_\_\_\_\_

*Name*

*Company*

\_\_\_\_\_, \_\_\_\_\_ as the agent

*Telephone*

*Email*

for all purposes, including the granting of all undertakings, in respect of:

- an application for land development and any matters that are directly or indirectly related to the development application;
- the granting of any undertakings, in respect of an application for a building permit in accordance with the provisions of Building Bylaw 3590-2003 and any other matters that are contained directly or indirectly within the provisions of the bylaw"; and/or
- the demolition of a building(s) on the property.

\_\_\_\_\_  
*Signature (registered owner)*

\_\_\_\_\_  
*Name (please print)*

\_\_\_\_\_  
*Signature (registered owner)*

\_\_\_\_\_  
*Name (please print)*

\_\_\_\_\_  
*Signature (registered owner)*

\_\_\_\_\_  
*Name (please print)*

*Dated* \_\_\_\_\_

**District of Mission Building Bylaw 3590-2003**

**OWNER'S UNDERTAKING**

Re: **Property Address:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

Permit #: \_\_\_\_\_

This line to be completed by the District of Mission

This undertaking is given by the undersigned, as the *owner* of the property described above, with the intention that it be binding on the *owner* and that the District of Mission will rely on same.

I confirm that I have applied for a *permit* pursuant to Building Bylaw 3590 –2003 and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections there under.

Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility, whether or not any work to be performed pursuant to the *permit* applied for is done by me, my *agent*, a contractor or a *registered professional* to ensure compliance with the *Building Code* and the Bylaw.

I am not in any way relying on the District of Mission or the *Building Official* of the District of Mission, to protect the *owner* or any other persons as set out in the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the District of Mission or its *Building Official*.

**Owner's Information:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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