



PERMITS & INSPECTION SERVICES **PARK ENTERPRISES LTD.**

“Inspections by People Who Care!”

Relocation of Pre-Manufactured Home - Building Permit Application Checklist

Note: All applications must provide sufficient information to show that the proposed work will conform to the National Building Code-Alberta Edition and whether or not it may affect adjacent properties.

Please submit the following:

- Permit Application
 - Signature
 - Mailing Address
 - Contact Number
 - Email Address
 - Payment Method
 - Blue sign/fire number, civic address, legal description and/or land location
 - Building Use
 - Detailed description of work
- Development Permit (*if required by the Municipality. Check with your local jurisdiction*)
- Copy of New Home Warranty Certificate from factory / manufacturer for units constructed after 2014
- Site Plan showing location of proposed construction, property lines, dimensions, adjacent buildings and/or structures, utility locates, north arrow, etc.
- Fire Safety Plan (*to include emergency procedures to be followed in the event of a fire including initiating fire warning, notifying the fire, instructing site personnel, confining, controlling and extinguishing the fire, measures for controlling site hazards etc.*)
- Floor Plan
- Elevation drawings (all 4 views-front, back & sides)
 - Photos are acceptable
- Certification Label (CSA, QAI, Intertek or AMA if built prior to December 16, 2019)
 - a photo of labeling on the unit is acceptable
- Foundation Detail
 - Piling layout and spacing
 - layout and specs required with application. Torque ratings required prior to final inspection
 - Block layout and spacing
- If developing the basement, a floor plan is required
- Professional Involvement documentation where applicable (*such as engineered slab or wood foundation*)
- Energy Code documentation (*required for basement only if home is placed on a basement*)
- Additional information as required

NOTEWORTHY ITEMS

- ★ Foundation type detail required:
 - Preserved wood foundation requires professional Engineer design & site review
 - Pile and grade beam requires structural engineer drawings
 - Slab on grade foundation over 55 sq m (592 sq ft) requires engineer drawings
 - Screw piles require engineering (*layout and specs required with application. Torque ratings required prior to final inspection*)
 - Structural Insulated Panels (SIP) require CCMC evaluation
- ★ New construction of decks and/or attached garages will be required to be permitted separately if they are not going to be completed prior to occupying the home
- ★ If you are relocating a mobile home, you may not attach a deck to the home
- ★ Additional resources:
 - [19-BCV-001R1-Relocatable Industrial Accommodation Labeling.pdf](#)
 - [19-BCV-002-Alberta Labeling for CSA A277 Constructed Homes.pdf](#)
- ★ Complete site locates prior to construction to ensure safe construction and placement of structures as various codes contain regulations pertaining to construction near or over utility services
- ★ If you are using any unconventional construction methods, speak with your safety codes officer
- ★ For more information see the Safety Tip Brochures provided by the Safety Codes Council at www.safetycodes.ab.ca/permits-inspections/safety-tips/
- ★ Contact your permitting office for more information or tools to assist you with completing your fire safety plan