

**Manufactured / Mobile Home Permit Submission**

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 – <i>NHBPA</i> (Effective February 1, 2014)
			6. Fire Safety Plan (Effective October 15, 2024)
			7. Uncovered Deck Construction Sheet (if applicable)
			<p>8. Three (3) Site / Plot Plans showing:</p> <ul style="list-style-type: none"> <li>○ North Arrow;</li> <li>○ Civic / Municipal Address;</li> <li>○ Legal Description (Lot, Block, Plan);</li> <li>○ Land Use District;</li> <li>○ Property Lines;</li> <li>○ 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;</li> <li>○ Easements and utility rights-of-ways;</li> <li>○ Foundation outline of the manufactured / mobile home and the outline of eaves and any other projections;</li> <li>○ Outline and location of manufactured / mobile home, decks, landings, steps and any accessory building(s), and;</li> <li>○ Off street parking areas including width and length of all stalls;</li> <li>○ Retaining walls (existing and proposed);</li> <li>○ Adjacent Town streets, sidewalks, curbs and proposed and existing curb cuts;</li> <li>○ Location of existing or proposed services lines, and electric and gas meters;</li> <li>○ Any utility poles, transformer boxes, hydrants, light standards, on or adjacent to the site.</li> </ul>
			<p>9. Three (3) sets of blueprints/plans (one copy stamped with the <b>red</b> architectural controls stamp and signature from the developer) of each face of the building showing:</p> <ul style="list-style-type: none"> <li>○ 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;</li> <li>○ Layout of all exterior and interior walls and identification of all rooms (e.g. kitchen, bathroom, internal stairways, etc.);</li> <li>○ Elevation of any fence or retaining wall(s) on the site;</li> <li>○ Location of all doors and windows;</li> <li>○ Exterior finishing materials of manufactured / mobile home including its foundation, exterior walls and roofing materials, and;</li> <li>○ Dimensions of buildings (length &amp; width), include cantilevers and other projections.</li> </ul>

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			<p><b>10.</b> A landscaping plan which shall include the following:</p> <ul style="list-style-type: none"> <li>○ The location of all existing and proposed landscaping including trees, shrubs and grass;</li> <li>○ Any existing trees that are proposed to be removed, and;</li> <li>○ The quantity, size and species along with common names of all proposed trees and shrubs.</li> </ul>
			<p><b>11.</b> Additional Information, if required:</p> <ul style="list-style-type: none"> <li>○ Dimensioned height from grade on each elevation, corners and highest point, to top of roof;</li> <li>○ The pitch of the roof, and;</li> <li>○ The length of the roof overhang.</li> </ul>
			<p><b>12.</b> Professional involvement for construction methods that <b>differ</b> 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"> <li>○ 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);</li> <li>○ Pile and grade beam foundations (seal and signature of an engineer on the plans);</li> <li>○ Pile foundations (seal and signature of an engineer on the plans);</li> <li>○ Preserved wood foundations (seal and signature of an engineer or architect on the plans);</li> <li>○ Hydronic radiant floor heating systems (seal and signature of the engineer on the pre-engineered or custom engineered package);</li> <li>○ Timber framing, post and beam and archrib constructions (seal and signature of an engineer or architect on the plans).</li> </ul>

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

FOR OFFICE USE ONLY

Reviewed By:	Date:
Comments:	