

MANUFACTURED HOME PERMIT APPLICATION REQUIREMENTS

1. Prior to applying for a Building Permit contact the FVRDs Planning Department for zoning and geotechnical requirements specific to your property .
2. Manufactured Homes must be certified to the CSA-Z240 or CSA-A277 standards. Manufactured Homes without certification are not permitted.
3. Additional information may be requested upon reviewing your application.

TO APPLY FOR A BUILDING PERMIT TO PLACE A MANUFACTURED HOME ON THE PROPERTY SUBMIT THE FOLLOWING

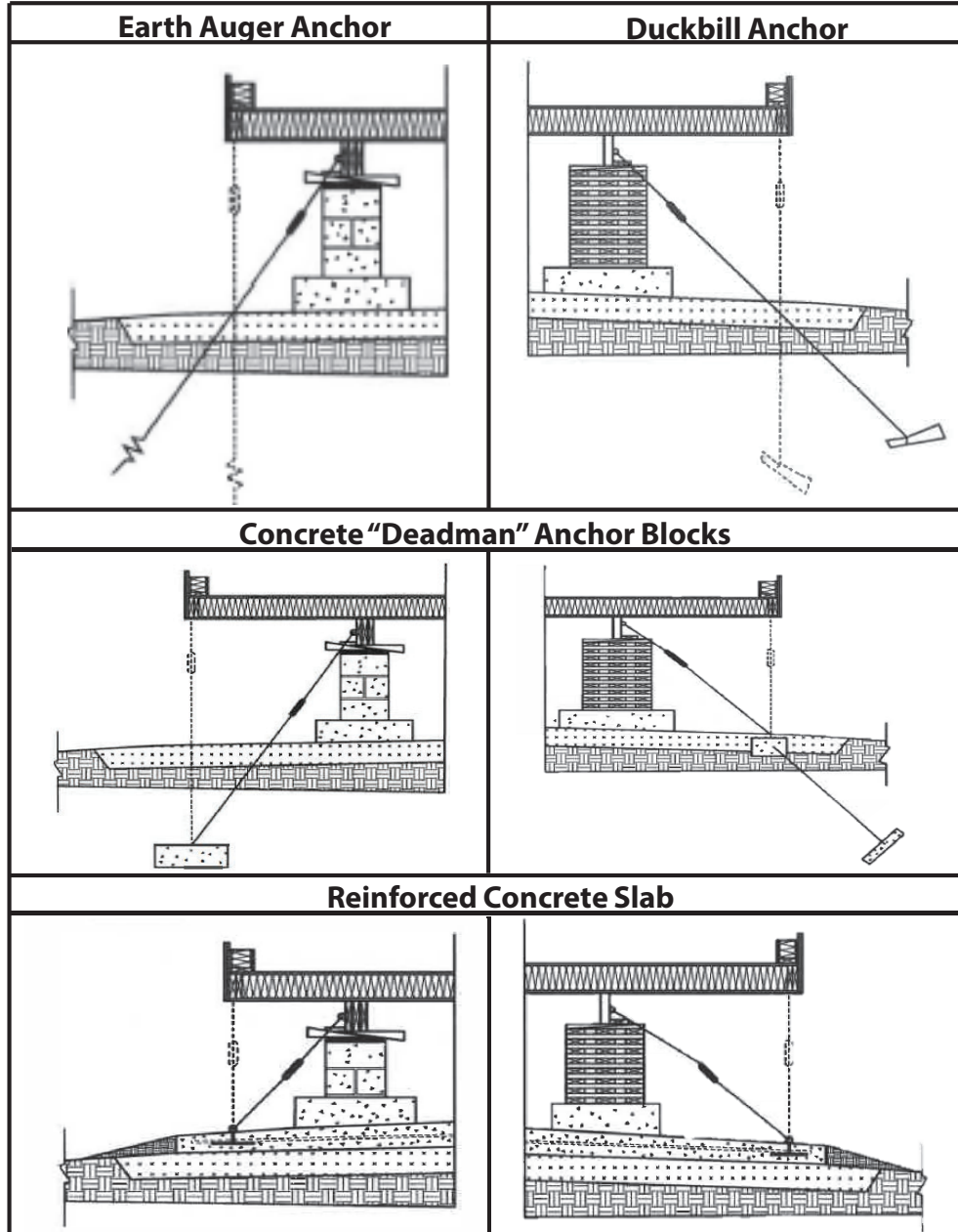
<input type="checkbox"/>	Completed Building Permit application package, signed by all owners on title		
<input type="checkbox"/>	Completed Manufactured Home Checklist		
<input type="checkbox"/>	2 Sets of Site Plan Drawings <ul style="list-style-type: none"> <input type="checkbox"/> All property lines, a symbol indicating the North direction, legal description, driveway location, names and locations of roads, and civic address <input type="checkbox"/> Location and use of all proposed and existing structures <input type="checkbox"/> Location and distance from any property lines, spot elevations (FCL or Geodetic), watercourses, wells, rock pit and septic field, road allowances, right-of-ways, and easements affecting the property <input type="checkbox"/> Location of all stairs, landings, and decks <input type="checkbox"/> When located within a mobile home park, show dimensions to neighboring structures 		
<input type="checkbox"/>	2 Sets of Elevation Drawings <ul style="list-style-type: none"> <input type="checkbox"/> Label the directions accordingly; North, East, South, and West faces of the Manufactured Home <input type="checkbox"/> Provide spatial separation calculations <input type="checkbox"/> Provide FCL or Geodetic Elevations for top of pad or underside of the Manufactured Home if required by zoning 		
<input type="checkbox"/>	CSA A277 Buildings <ul style="list-style-type: none"> <input type="checkbox"/> 2 sets of sealed foundation designs <ul style="list-style-type: none"> <input type="checkbox"/> Designed by a Professional Engineer <input type="checkbox"/> Include BC Building Code Letters of Assurance 	OR	CSA Z240 Homes <ul style="list-style-type: none"> <input type="checkbox"/> 2 sets of blocking diagrams from the manufacturer with tie down locations and type (see detail "A")
<input type="checkbox"/>	2 Sets of Floor Plans <ul style="list-style-type: none"> <input type="checkbox"/> All room and building dimensions clearly labeled <input type="checkbox"/> Location of all walls and partitions <input type="checkbox"/> Proposed uses of all rooms and spaces <input type="checkbox"/> Location and sizes of all doors and windows <input type="checkbox"/> Location of hot water tanks, heat source locations, fixtures, cabinets, fireplaces, smoke alarms, carbon monoxide detectors, ect. 		
<input type="checkbox"/>	2 Sets of Construction Drawings <i>Please note these drawings are not typically supplied by the manufacturer (see examples included later in this document)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Select or provide skirting detail (see detail "B") <input type="checkbox"/> Design for any stairs, decks and landings to be installed (see detail "C") <input type="checkbox"/> Record of sewerage system with Fraser Health approval and sealed design 		
<input type="checkbox"/>	If located in a Mobile Home Park include the Mobile Home Park review of Building Plans form, with required signatures		

Please note that stairs, decks or landings are not to be permanently attached.

For any questions or concerns while filling our your application please call our Building Department at 604-702-5016

Detail "A"

Please circle your applicable tie down detail from the options below



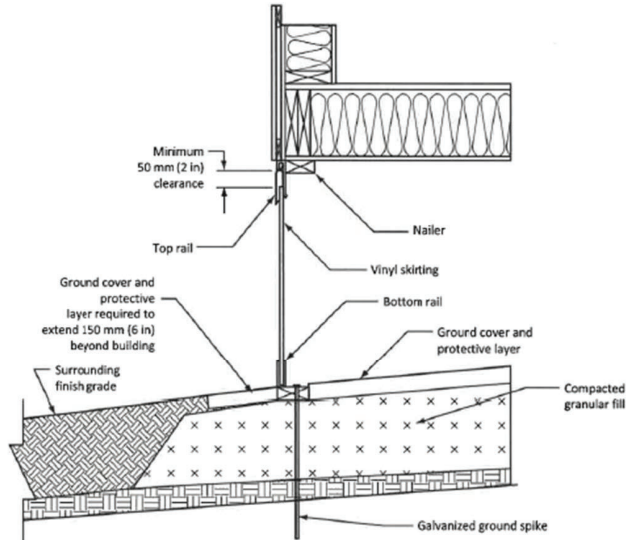
Notes:

- 1) Diagonal tie-downs are effective in limiting lateral sliding on foundation piers.
- 2) Vertical tie-downs directly connected to the wall studs provide the most effective resistance to uplift and overturning forces and should be considered for use at high-wind-load sites, particularly on the prevailing windward sides of an installation

Detail "B"

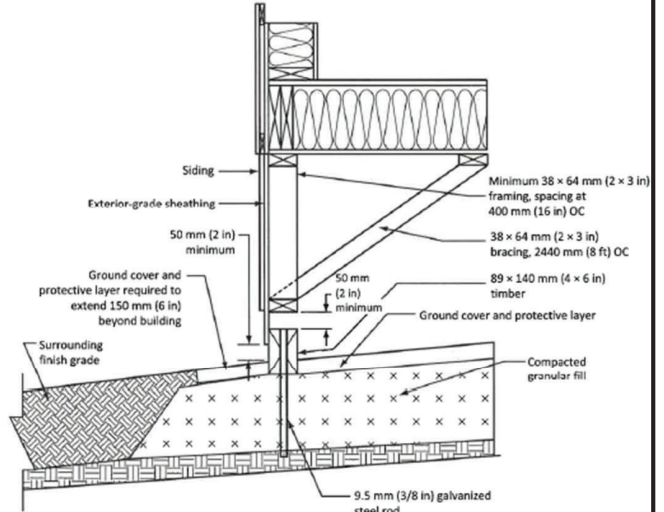
Please circle your applicable skirting detail from the options below

Figure F.1
Skirting system (Example 1)
(See Clauses 9.1.1 and F.2.)



Note: Movement should be provided for in soils susceptible to frost heave.

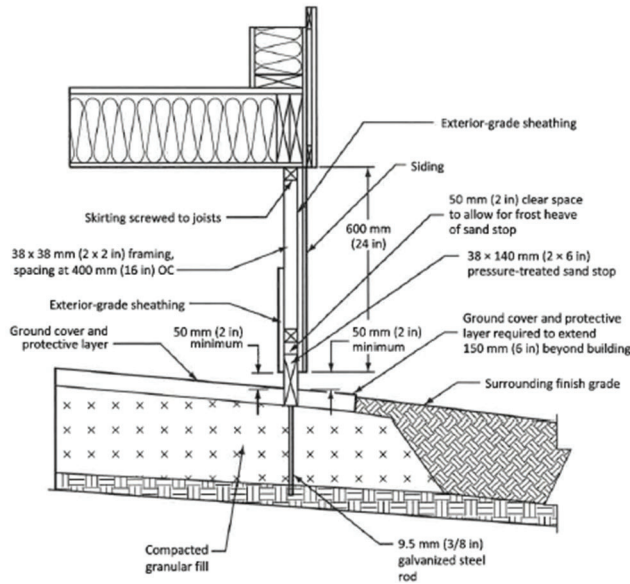
Figure F.2
Skirting system (Example 2)
(See Clauses 9.1.1 and F.2.)



Notes:

- 1) Movement should be provided for in soils susceptible to frost heave.
- 2) Wood in contact with the ground should be treated with a pressure preservative.

Figure F.3
Skirting system (Example 3)
(See Clauses 9.1.1 and F.2.)

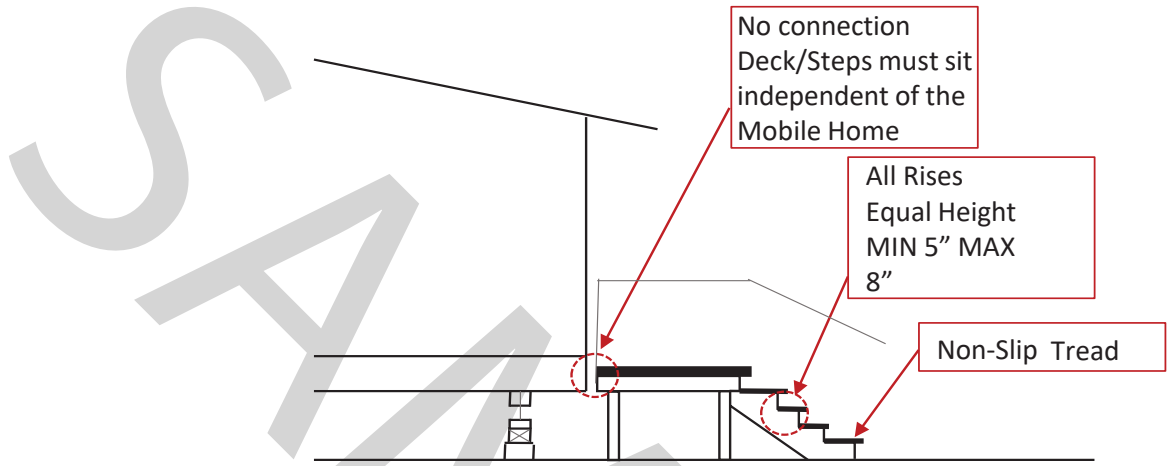


Notes:

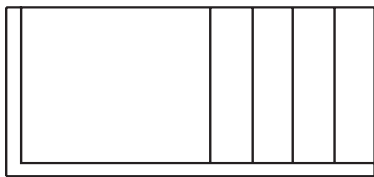
- 1) Movement should be provided for in soils susceptible to frost heave.
- 2) Wood in contact with the ground should be treated with a pressure preservative.

Detail "C"

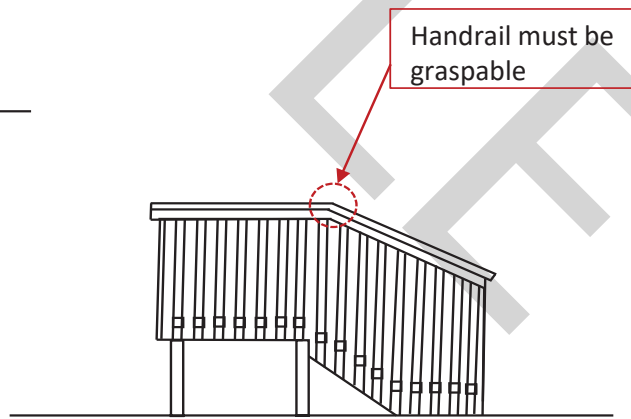
Stairs to meet requirements of the current BC Building Code and all dimensions are to be clearly indicated



2 CROSS SECTION



1 FLOOR PLAN



3 ELEVATION

GENERAL INFORMATION

- The topsoil and all organic materials shall be removed from the site below the building location
- Guardrails - must have no openings greater than 100mm (4in)
- All lumber within 150mm (6in) of the ground is to be pressure treated and all exposed wood must be protected from the weather (ex. paint or stain)
- Skirting details to provide minimum four crawl space vents for cross-ventilation and minimum 550mm (2ft) X 900mm (3ft) access panel in the skirting
- Smoke / Carbon monoxide alarms required to conform to the BC Building Code
- Additional information may be requested upon reviewing your application
- If there are any existing buildings being removed from the property, obtain a demolition permit

ADDITIONAL CONTACT INFORMATION

Fraser Health	Septic and Well	604-870-7900
Technical Safety BC	Electric and Gas	1-866-566-7233 or contact@technicalsbcc.ca
BC 1 Call	Underground Utilities	1-800-474-6886 or info@bc1c.ca

MANUFACTURED HOME PERMIT APPLICATION

PROPERTY INFORMATION			
Site Address			
Proposed Works		Construction Value	\$
Legal Description			
Folio Number		PID	
REGISTERED OWNER(S)			
Reg. Owner(s)			
Mailing Address			
Contact Information	Ph:	Cell:	Email:
BUILDER INFORMATION			
General Contractor	Phone:		Cell:
	Email:		
Hot Water Heat Source	Natural Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other <input type="checkbox"/> Specify: _____		
Building's Main Heat Source	Forced Air <input type="checkbox"/> Electric Baseboard <input type="checkbox"/> Other <input type="checkbox"/> Specify: _____ Fuel Source: _____		

I/We hereby make application under provisions of pertinent Bylaws for permission to complete the above identified proposed works and agree to conform to all the requirements of the said Bylaw and all other statutes and Bylaws in force in the Fraser Valley Regional District (FVRD) and to indemnify and save harmless the FVRD and its employees against all claims, liabilities, judgments, costs and expenses of whatever kind, which may in any way accrue against the FVRD and its employees in consequence of, and incidental to, the granting of this permit, if issued. I/We hereby accept full responsibility to ensure that all materials used and workmanship employed in the completion of the identified proposed works comply with the requirements of the current edition of the BC Building Code, the Building Bylaw, other FVRD Bylaws and other statutes. I/We acknowledge that I/We will call for inspection as outlined on the Building Permit, if issued. I/We understand that it is the responsibility of the holder of any building permit, or agent as the case may be, to call for inspection. I/We acknowledge that I/We must give the FVRD notice of at least one (1) business day prior to inspection. I/We hereby certify that I/We have knowledge of the particulars contained in the foregoing statement and I/We solemnly declare that they are fully and truly stated to the best of My/Our knowledge and belief.

Owner / Agent Signature: _____ **Date:** _____

Print Name: _____

Owner / Agent Signature: _____ **Date:** _____

Print Name: _____

The personal information on this form is being collected in accordance with Section 27 of the Freedom of Information and Protection of Privacy Act, RSBC 1996 Ch. 165 and Part 9, Division 1 of the Local Government Act, RSBC 2015 Ch. 1 and regulations thereto. The personal information collected on this form will only be collected, used and disclosed for the purposes of administering matters with respect to Building Regulation. Questions with respect to the collection, use and disclosure of the personal information being collected on this form may be directed to the Fraser Valley Regional District Privacy Officer and Head of Freedom of Information and Privacy at 45950 Cheam Avenue, Chilliwack, BC V2P 1N6; by telephone at 604-702-5000 or toll free at 1-800-528-0061; or by email to FOI@fvrd.ca.

HOME OWNER CHECKLIST

Contact the planning department for assistance completing this form.

604-702-5000

If you are building within the Village of Harrison Hot Springs, the Village will need to confirm these items separately.

You can contact the Village directly at 604-796-2171

What is the property zoning? _____	<input type="checkbox"/>	Confirmed by VHHS
What is the proposed use? _____	<input type="checkbox"/>	Confirmed by VHHS
Does the proposed use comply with the zoning? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/>	Confirmed by VHHS
Do the proposed building's height, size and setbacks comply? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Confirmed by VHHS
Is the property in a Development Permit (DP) area? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Confirmed by VHHS
Does the proposal meet the flood construction level requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/>	Confirmed by VHHS
MOTI / Driveway Access Permit obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/>	Confirmed by VHHS
Open Bylaw Enforcement file? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Confirmed by VHHS
Water and/or sewer connection required? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Name (please print): _____

Signature: _____

Date: _____

Submit this completed Building Permit Application Checklist with your Building Permit Application to the Fraser Valley Regional District at 45950 Cheam Ave., Chilliwack, BC, V2P 1N6 - 2nd floor.

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Application received by: Building: _____ Planning: _____

Owner(s) Acknowledgement of Responsibility

Property Address: _____

Legal Description: _____

Permit #: _____

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

I/We confirm that I/we have applied for a permit pursuant to Fraser Valley Regional District Building Bylaw No. 1188, 2013 and that I/we 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/we acknowledge fully that it is my/our responsibility, whether or not any work to be performed pursuant to the permit applied for is done by me/us, my/our **agent**, a contractor or a **registered professional** to ensure compliance with the **Building Code** and the Bylaw.

I/we am/are not in any way relying on the **Regional District** or the **Building Official** to protect the **owner(s)** or any other persons as set out in the Bylaw and I/we will not make any claim alleging any such responsibility or liability on the part of the **Regional District** or its **Building Official**.

Owner(s) Information:

Name: _____ Name: _____

Address: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

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GOOD NEIGHBOUR PRACTICES

MANAGING CONSTRUCTION AND DEVELOPMENT IMPACTS IN RESIDENTIAL NEIGHBOURHOODS

Development and renewal of neighbourhoods can improve the vitality, value and appearance of FVRD communities. However, development and construction can create negative short term impacts for neighbours, such as noise, dust, odours, and air quality impacts. Developers and builders can reduce their impacts by using good neighbour practices and by taking action before problems arise.

ISSUE

WHAT CAN YOU DO?

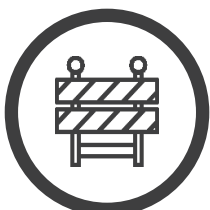
COMMUNICATION



Talk with your neighbours on an ongoing basis. Information and personal contact generally creates a more supportive and understanding perspective.

- Conduct door visits and provide flyers/notices.
- Introduce your project.
- Provide your contact information.
- Share your timelines.

SITE MANAGEMENT



Proactive site management can address the majority of neighbour impacts.

- Stay on your property - don't encroach your work site or cause destruction to neighbouring parcels.
- Manage your storm water onsite – don't cause drainage issues for your neighbours or damage the environment.
- Provide and maintain temporary toilets.
- Secure your site (eg. temporary fence) for safety and security reasons. Thefts and trespass can be a problem.
- Clean up frequently - both on and off site (ie. garbage, mud and debris)

OFF-SITE IMPACTS



- Avoid noise disturbances in evening hours and weekends. Construction noise is permitted Monday - Saturday, from 7 a.m. to 8 p.m. (no Sundays).
- For properties within the Village of Harrison Hot Springs, construction noise is permitted Monday - Saturday, from 8 a.m. to 10 p.m. (no Sundays).
- Do not burn in residential areas. Use hauling and/or chipping.

ROAD & SIDEWALK USE



- Construction or alteration works may require approval:
 - Roads: contact the Ministry of Transportation and Infrastructure at (604) 795-8211.
 - Sidewalks (Popkum): contact FVRD Regional Parks at (604) 702-5000.
- Don't block sidewalks, roads, and driveways.
- Manage onsite parking and make temporary arrangements if necessary.
- Keep sidewalks and roads free of construction sediment and dirt.
- Regularly wash off vehicles before leaving site.
- Keep construction waste bins, materials, etc... from public roadways.

PERMITS & APPROVALS



- Know the rules and FVRD requirements before you start your project, and check your property title for restrictions (covenants, easements, geotechnical restrictions, etc...)
- Obtain your FVRD approvals BEFORE starting construction or development.
- Not sure which permits and approvals are needed? Contact the FVRD to find out.

SIGNATURE AND ACKNOWLEDGEMENT

I will ensure development and construction at _____ follows the FVRD's Good Neighbour Practices by:

Providing the Good Neighbour Practices to employees and sub-trades working on the site.

Posting the Good Neighbour Practices in a visible location.

Discussing the Good Neighbour Practices at job site meetings.

Other: _____

Name (please print): _____

Signature: _____



MANUFACTURED HOME CHECK LIST

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 No. _____

or

CSA-A277 No. _____

BC Manufactured
Home Registry No. _____



MOBILE HOME PARK REVIEW OF BUILDING PLANS

Date: _____

Construction Details

Civic Address: _____

Lot No.: _____

Name of Mobile Home Owner: _____

Proposed Construction: _____

Park Management Review

I/we have reviewed the Site Plan and Construction Plans and have considered them in conjunction with the Mobile Home Park bylaw and requirements. I/we confirm that, to our knowledge, the proposed construction does not conflict with the Mobile Home Park bylaws.

Name of Park Owner/Manager: _____

Signature(s): _____

Print Name(s) and Title(s): _____

Date: _____

Comments: _____

LETTER OF AUTHORIZATION

Registered Authority

Please be advised that I/we, _____
 (Print names of ALL Registered Owners or Corporate Director)

Representing, _____
 (Corporate name - if applicable)

am/are the registered owner(s);

Site Civic Address:

Lot# _____ Block _____ Plan _____ PID# _____

Appointed Authorized Agent

Name of Authorized Agent _____

Company Name _____

Mailing Address _____

City: _____ Postal Code: _____

Email: _____

Phone: _____ Fax: _____

Signature of Authorized Agent X _____

Permission to act:

As my/our Authorized Agent in the matter of the following:

- to view and obtain copies of all plans and permits
- to apply for and obtain building permits for proposed construction to the above reference Civic Address
- to view and obtain details relating to Bylaw Enforcement Files
- to apply for Planning File: Development Permit Development Variance Permit Subdivision
 Zoning Amendment Official Community Plan Amendment

other: _____

Authorized Signature (Registered Owner or Corporate Director)

This document shall serve to notify the Fraser Valley Regional District that I am/we are the legal owner(s) of the property described above and do authorize the person indicated above ("Authorized Agent") to act on my/our behalf on all matters indicated above ("Permission to act") for the above referenced property. In addition, I/we have read and understand the above application and authorize the Authorized Agent to sign the above on my/our behalf.

 X _____

Sign

Print

Date: _____

 X _____

Sign

Print

Date: _____

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