



COLUMBIA SHUSWAP REGIONAL DISTRICT

PO Box 978, 555 Harbourfront Drive NE, Salmon Arm, BC V1E 4P1
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Manufactured /Mobile Home

Required for Permit Application :

- a) Building Permit Application, available from the website under Building Inspection, Building Permit Application (Schedule H-1), signed by the registered owner(s).
- b) Plumbing Permit Application (*if applicable*) from the website under Building Inspection, Building Permit Application (Schedule H-2).
- c) Proof of Ownership: Certificate of Title (not the tax notice/assessment), dated within 6 months.
- d) Covenants, Statutory Right of Ways, Easements of which copies are to be provided by applicant
- e) Estimated Value. This is the increased value to the property as a result of the work being done.
- f) Two Sets of Plans (Scaled Working Drawings) with owner's names showing the support, anchorage and skirting of the mobile/modular complying to the manufacturer's specifications, the BC Building Code and CSA Z240.10.1-08 (Site preparation, foundation and anchorage of manufactured homes)
- g) Plot Plan showing the location of the structure on the parcel complete with dimensioning showing the distances from the front, rear and sides of the parcel, also noting proximity to creeks, ravines, and lakes (*if applicable*).
- h) Approval by the Board, Strata, Association or park owner (*if applicable*). Letter and initialed site and construction drawings.
- i) The Manufactured Home CSA number and the B.C. Manufactured Home Registry number.
- j) Letter of authorization for contractor (*if applicable*).
- k) Ministry of Health/Septic Approval/Proof of Septic (*if applicable*)
- l) Confirmation of a water source or a connection to a community water system
- m) \$72.00 Building permit application fee.

Providing the above information will start the Building Permit Application process but there may be further requests from the Building Official for such items as septic certification, engineering, survey, environmental studies/letters, archaeological studies/letters to ensure compliance to a