



MOBILE HOME GUIDELINES

Manufactured/Mobile Home: a structure that conforms to *Canadian Standards Association, Construction Standard No. Z240.2.1-1979* and amendments thereto.

BUILDING PERMITS

Applicants must complete a Development Permit Application, Building Permit Application, and Construction Code Authority Plan Review Checklist – Mobile Homes. The Town requires photos of the exterior from all four (4) sides and interior photos to include the kitchen, bathroom, bedroom, and living room. Include the year of the Mobile Home and the CSA number from the certified seal affixed to the Mobile Home. In the event that the Mobile Home is not located in the Town, but within a radius of 80km of the Town, the permit applicant shall pay an inspection fee in cases where the Town requires the Building Inspector to have a physical inspection before the permit is approved. All construction to be inspected by the Town's Building Inspector. Permits are to be completed and signed by the applicant. **A building permit is valid for 6 months only.** If the work has not started prior to this period, a new permit **must be obtained**, unless prior written approval has been granted. **All contractors are required to be licensed with the Town and should be listed on the permit. Please contain loose debris on construction site.**

PLOT PLANS

Submit **in ink**, a **plot plan drawn to scale on an 8 ½" x 11" paper (use a ruler) or PDF file** indicating the direction (north). Show the lot size, locations of all existing and proposed buildings and all setbacks. Date and sign the plot plan include civic address and legal description. Pictures or pamphlets can be submitted in addition to permit and plot plan. **All measurements are to be done in metric.**

INSTALLATION & ANCHORING

If the Mobile Home is to be placed on concrete pads (non-existing), the forms for the concrete pads are required to be inspected before the concrete pads being poured. Anchoring the Mobile Home is required and may be anchored by means of corrosion-resistant steel rods or cable at least (1/2") in diameter and attached to the Mobile Home frame at points specified by the manufacturer, or if the manufacturer information is not available, attached at or near the frame corners. Mobile Homes may also be anchored in accordance with Article 2.1.4.1 of the *National Building Code of Canada* as adopted by the *Uniform Building and Accessibility Standards Act*.

INSPECTIONS

Please contact the Town's Building Inspector, Ryan Shepherd, CCA at 306-441-3989. Allow 2 business days' notice before inspections are required.

PROPERTY PIN LOCATION

It is the property owner's responsibility to find the property pins.

ZONING REGULATIONS

The minimum setback and zoning requirements as per the Zoning Bylaw, as amended:

Front Yard	3 meters
Rear Yard	3 meters
Side Yard	1.2 meters
Side Yard (corner)	3 meters
Side Yard (door faces side)	4.5 meters
Minimum Building Floor Area	65m ²
Maximum Site Coverage	40%
Parking	2 spaces per dwelling unit

SKIRTING

All Mobile Homes shall be skirted, extending from the bottom of the Mobile Home unit or into the ground. Skirting shall be constructed to prevent entry of rodents. Skirtings shall have a readily removeable panel of not less than (3) feet wide and (2) feet high, giving access to service connections as close to the water meter as possible. Skirtings should be insulated. Water lines must be heat taped and/or insulated from ground level up to the floor including the water meter. A (4") sewer clean should be installed on the vertical end to the Town's sewage system.

ADDITIONS

Subsequent additions, alterations or accessory buildings shall be dealt with by the applicant under the Town's building bylaw. All additions should be pre-finished to compliment the main structure.

MOVED-IN BUILDINGS

An on-site inspection may be required

Garages: requires a minimum of (1) interior and (4) exterior pictures of all sides.

This is to use as a quick reference only. More information may be required depending on the type of development. Please refer all your questions to Town Hall at 937-6200. Before any type of construction, it is your responsibility to locate all utilities.



TOWN OF BATTLEFORD

Application #: _____

APPLICATION FOR DEVELOPMENT PERMIT

THIS IS NOT A DEVELOPMENT PERMIT

You are advised to check the regulations in the Town of Battleford Zoning Bylaw that govern the type of development being proposed prior to completing this application. Fill out only those sections of the application which are relevant to your proposal. Attach additional sheets if necessary.

1 Applicant Information

Full Name _____
Address _____

Phone _____
Fax _____
Email _____

2 Registered Owner Information (if different from applicant)

Full Name _____
Address _____

Phone _____
Fax _____
Email _____

3 Property Information (include any applicable)

Civic Address _____
Lot _____ Block _____ Registered Plan No. _____ Parcel No. _____
LSD _____ ¼ _____ Sec. _____ Twp. _____ Rge. _____ Mer. W3M

4 Proposed Development Information

a) Existing use of land and/or buildings: _____

_____ **EXISTING SIZE:** _____

b) Proposed use of land and/or buildings: _____

_____ **PROPOSED SIZE:** _____

c) Proposed construction and alteration of buildings: _____

d) List any adjacent or nearby land uses: _____

e) Any additional information which may be relevant: _____

f) Proposed date of start: _____ g) Proposed date of completion: _____

CONTINUE →

5 Development Context

Consult the Town of Battleford Official Community Plan Bylaw, Map 1 – Future Land Use Concept, and indicate with ☐ whether the proposed development site is located within any of the following areas:

Existing Residential	☐	Future Industrial	☐
Existing Mixed-Use	☐	Future Community Service	☐
Existing Commercial	☐	Future Parks & Recreation	☐
Existing Industrial	☐	Future Utilities & Infrastructure	☐
Existing Community Service	☐	-----	
Existing Parks & Recreation	☐	Potential Residential	☐
Existing Utilities & Infrastructure	☐	Potential Mixed-Use	☐
Vacant & Agricultural Land	☐	Potential Commercial	☐
-----		Potential Industrial	☐
Future Residential	☐	Potential Community Service	☐
Future Mixed-Use	☐	Potential Parks & Recreation	☐
Future Commercial	☐	Potential Utilities & Infrastructure	☐

6 Site Plan / Vicinity Map

On the last page of this application, or on an additional attached page, include a Site Plan of the proposed development that clearly shows:

- | | |
|--|---|
| a) boundaries and dimensions of the site and adjacent lots | d) treed areas, water courses or bodies, landscaping and proposed lot grade information |
| b) location and size of all existing and proposed buildings and structures | e) location of existing and proposed access points to streets and lanes |
| c) utility lines, easements, or topographic features | |

7 Application Fees

As per the Town of Battleford Zoning Bylaw, Section 3.14 – Fees, the applicable fees for a development permit are as follows:

- | | | | |
|---------------------------------|----------|---|---------------|
| a) Permitted principal use: | \$100.00 | e) Discretionary accessory use: | \$200.00 |
| b) Permitted accessory use: | \$100.00 | f) Discretionary ancillary use: | \$200.00 |
| c) Permitted ancillary use: | \$100.00 | g) Development appeal fee: | up to \$50.00 |
| d) Discretionary principal use: | \$200.00 | (as specified by the Development Appeals Board) | |

These fees are in addition to any fees relating to a zoning amendment. All relevant fees must be included with this application.

8 Declaration of Applicant

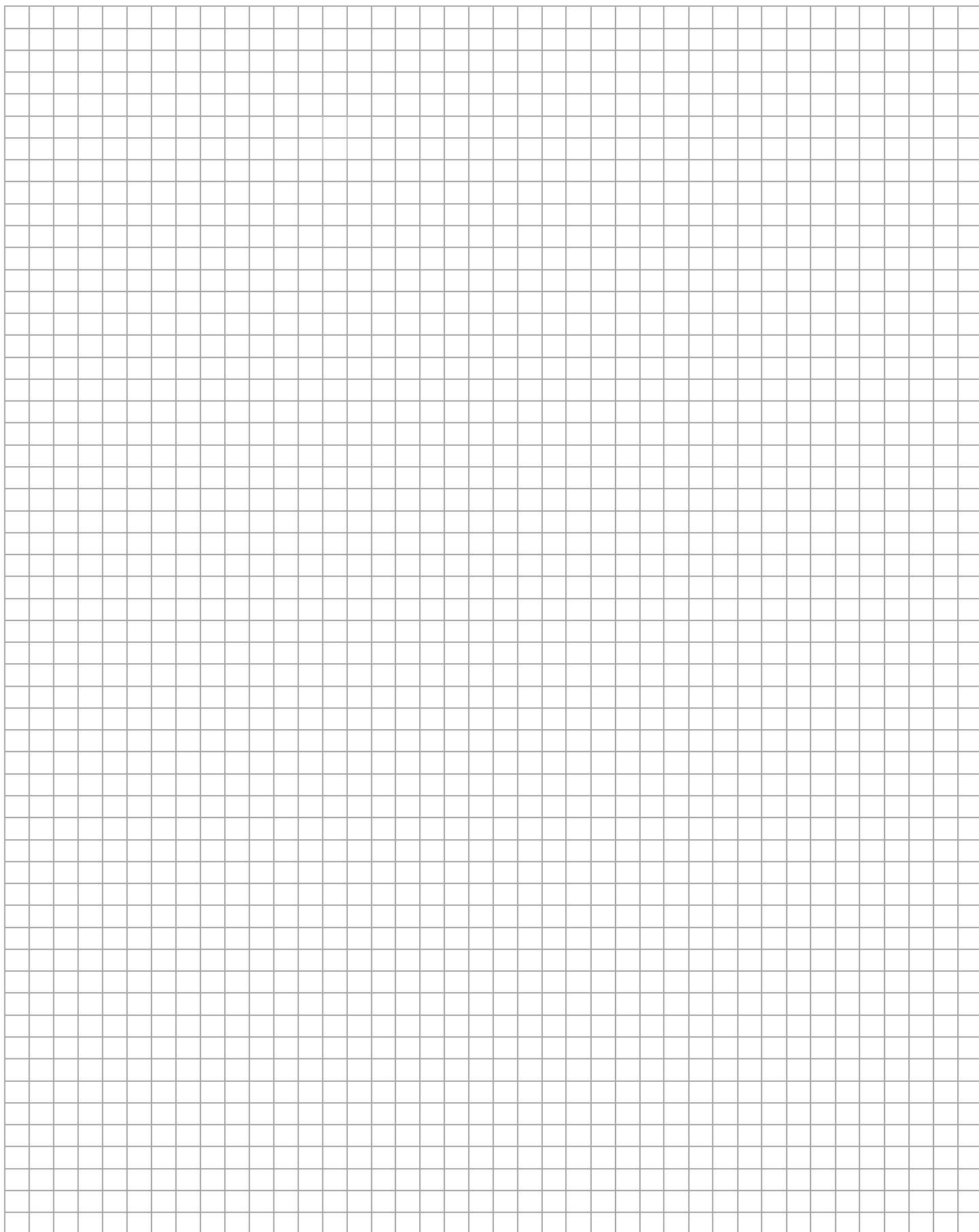
I, _____ of the _____ of _____ in the Province of Saskatchewan, solemnly declare that the above statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act. I have no objection to the entry upon the land described herein by the person(s) authorized by the Town of Battleford for the purpose of site inspections required for reviewing this application.

Signature of Applicant

Date

TOWN of BATTLEFORD
— SASKATCHEWAN —

SITE PLAN / VICINITY MAP





TOWN OF BATTLEFORD
APPLICATION FOR BUILDING PERMIT

FORM A PERMIT # _____

The undersigned owner or agent hereby applies for a permit to:

_____ construct; _____ alter; _____ re-construct; _____ move-in pre-built; _____ move-in existing,
a building according to the information below and to the plans and documents attached to this application.

Type of Building: _____ One-Unit Dwelling _____ Two-Unit Dwelling
_____ Other _____

Intended Use: _____

Civic address of construction: _____

Owner: _____ Telephone: _____

Mailing Address: _____

Designer: _____ Telephone: _____

Mailing Address: _____

Contractor: _____ Telephone: _____

Mailing Address: _____

Zoning District: _____

CONSTRUCTION DETAILS

Building Size: _____ Length: _____ Width: _____ Wall Height: _____

No. of Storeys: _____ Fire Escapes: _____ No. of Stairways: _____

Width of Stairways: _____ No. of Exits: _____ Width of Exits: _____

If moved in, year built: _____ (include exterior and interior pictures)

Route: _____

Mover: _____ Date of Proposed Move: _____

ITEM:	MATERIAL:	SIZE:	SPACING:	OTHER DETAILS:
Footings:				
Mobile Homes:				
* Blocking:				
Foundation:				
Ext. Walls:				
Int. Walls:				
Roof:				
Studding:				
Floor Joists:				
Beams:				
Rafters (Truss):				
Chimney:				
Other:				

Heating: Type: _____ Size: _____

Plumbing: No. Baths: _____ Sinks: _____ W.C.'s: _____ Urinals: _____

Lighting: _____ Foundation Soil Classification and Type: _____

Continued on Reverse

FORM A (contd)**CONTRACTORS**

NAME: _____ MAILING ADDRESS: _____ TELEPHONE: _____

Structural: _____

Plumbing: _____

Electrical: _____

Painting &
Decorating: _____Excavation &
Trucking: _____

Roofing: _____

Masonry: _____

Estimated Cost of Building: (excluding site): \$ _____

Floor area of building: (excluding unfinished basement) _____ sq. ft. (m)

Building Permit Fee \$ _____ Receipt No. _____

I hereby agree to file with the municipality, a list of the tradesmen for licensing purposes and to pay their license fees to the Town of Battleford should I fail to provide the said list within **10 days** of the permit approval.

I hereby agree to comply with the bylaw of the municipality respecting building and acknowledge that it is my responsibility to ensure compliance with the building bylaw of the municipality and with any other applicable bylaws, acts and regulations regardless of any plan review or inspections that may or may not be carried out by the municipality or its authorized representatives.

Date_____
Signature of Owner or Owner's Agent

FORM B (completed by Building Inspector)

Permission is hereby granted to _____ to _____

a building to be used as a _____ on civic address or location _____

Lot _____ Block _____ Plan _____

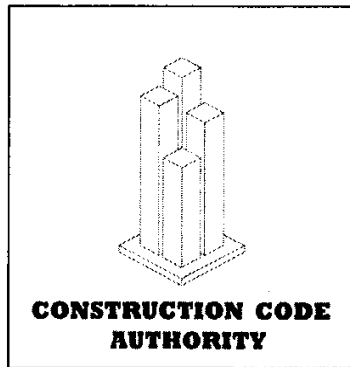
in accordance with the application dated _____.

This **permit expires 6 months from the date of issue** if work is not commenced within that period or if work is suspended for a period of 6 months, unless by prior written agreement from the municipality or its authorized representative. This permit is issued under the following conditions, any deviation, omission or revision to the approved application requires approval from the municipality or its authorized representative:

Estimated value of construction \$ _____

Permit fee \$ _____

Date
zoning.building.permit.application.June/2013_____
Signature of Authorized Representative



Plan Review Checklist – Mobile Homes

Home Owner/Builders: The following information is required when submitting an application for a residential building permit and before a building permit is issued. The plan review will not begin until all required information is provided.

Required Information:

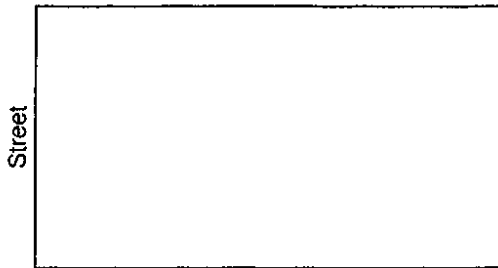
- 2 sets of Site Plans with the following information
 - Show size and location of proposed mobile home
 - Show size and location of existing buildings on property
 - Show lot dimensions and shape
 - Show distance between buildings and property lines
 - Show North direction arrow
- 2 sets of Mobile Home Layout Drawings with the following information
 - Interior wall location (if enclosed)
 - Window sizes and locations
 - Door sizes, location and swing direction
- 2 copies of conformation that Mobile Home was constructed at a CSA approved facility
- 2 copies of the Mobile Home Site Preparation and Anchorage Drawings
 - See information provided from CSA Z240
- 2 copies of the Building Permit Application properly filled out

Required Inspections:

- Plan Review (Prior to the commencement of any construction)
- Foundation (Prior to pouring concrete)
- Final (Prior to moving in or occupying the building)

Modular/Mobile Homes

Site Plan



On Site Plan:

- Show size and location of proposed structure
- Show distance to side property line
- Show distance to rear property line
- Show lot dimensions and shape of lot
- Show all existing buildings
- Show direction of North

Owners Name: _____

Project Location: _____

1. Type of Structure

- Modular Home ☐
Mobile Home ☐

2. Foundation Design

- Part 9 (Prescriptive) ☐
CSA Z240.10.1 (Deformation Res) ☐

3. Type of Foundation (CSA Z240)

- Wood Cribbing ☐
Concrete Blocks ☐
Screw Piles ☐

3. Type of Foundation (Part 9)

- Crawl Space ☐
Basement ☐

*Submit drawings of foundation with permit application

4. Skirting

- Plywood/OSB ☐
Vinyl ☐

*Skirting must be ventilated at least
1sqft/500sqft of floor area

5. Anchorage

- Ground Auger ☐
Duckbill ☐
Deadman ☐
Concrete Slab ☐

*Not required for Part 9 foundations

6. Certification Info

Year Built: _____
CSA No: _____
Weight: _____ kg/lb
Length/Width: _____ m/ft

The Town will only accept Mobile Homes
Dated within a 10-year window period;
current year to 10 years previous.

7. Extra Requirements

*Must be CSA Z240 Certified

*The following items must be brought up to the 2010
National Building Code of Canada requirements:

- Smoke alarms and CO detectors must be interconnected installed in each bedroom and the hallway leading too
- Each bedroom must have a window that meets egress requirements (min 3.75sqft, with no dim less than 15")
- Maximum addition size (Z240 surface foundations) is 10% of the home living area

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all Municipal By-Laws and/or Provincial Laws regulating building.
It being expressly understood that the issuing of a permit does not relieve the applicant from complying with all By-Laws, though not called for in the specifications, or shown on plans and/or application submitted.

Applicant (Print Please) _____ Date _____

Applicant Signature _____ Date _____

Application Received By _____ Date Received _____

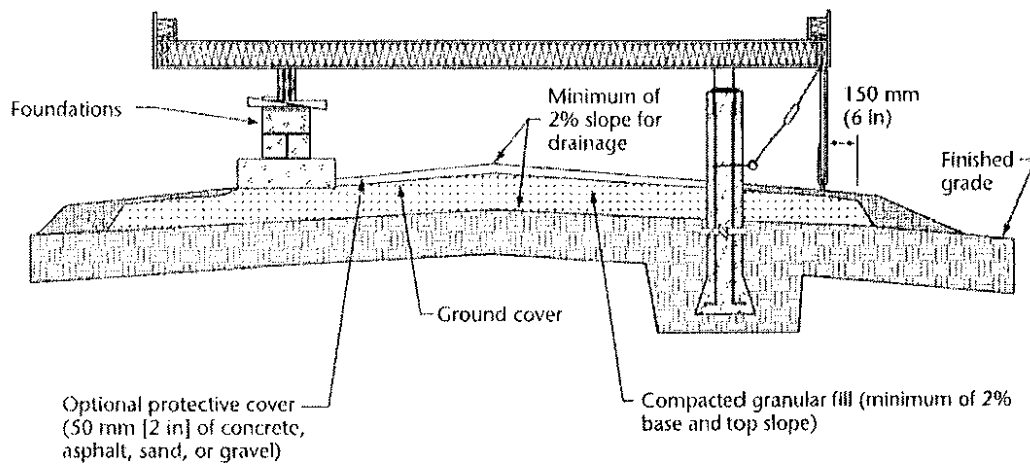
Annex A (informative)

Site preparation

Note: This Annex is not a mandatory part of this Standard.

A.1 General

A typical example of site preparation for concrete pile or surface pier foundation systems is shown in Figure A.1.



Notes:

- (1) The ground cover extends at least 150 mm (6 in) past the sides of the manufactured home.
- (2) The backfill base and ground cover are graded centre to outside or from side to side with a minimum slope of 2%.
- (3) The surrounding finished grade slopes away from the home.

Figure A.1
Site preparation
 (See Clauses S.1.2 and A.1.)

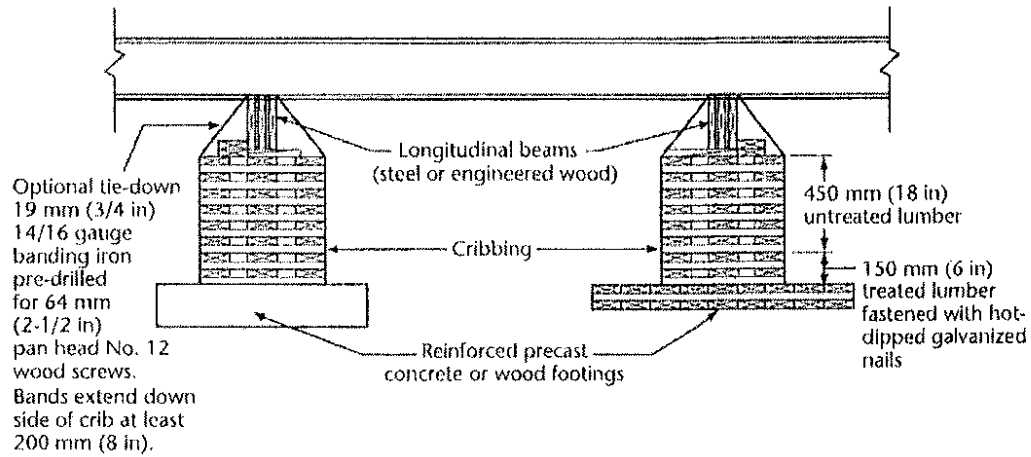
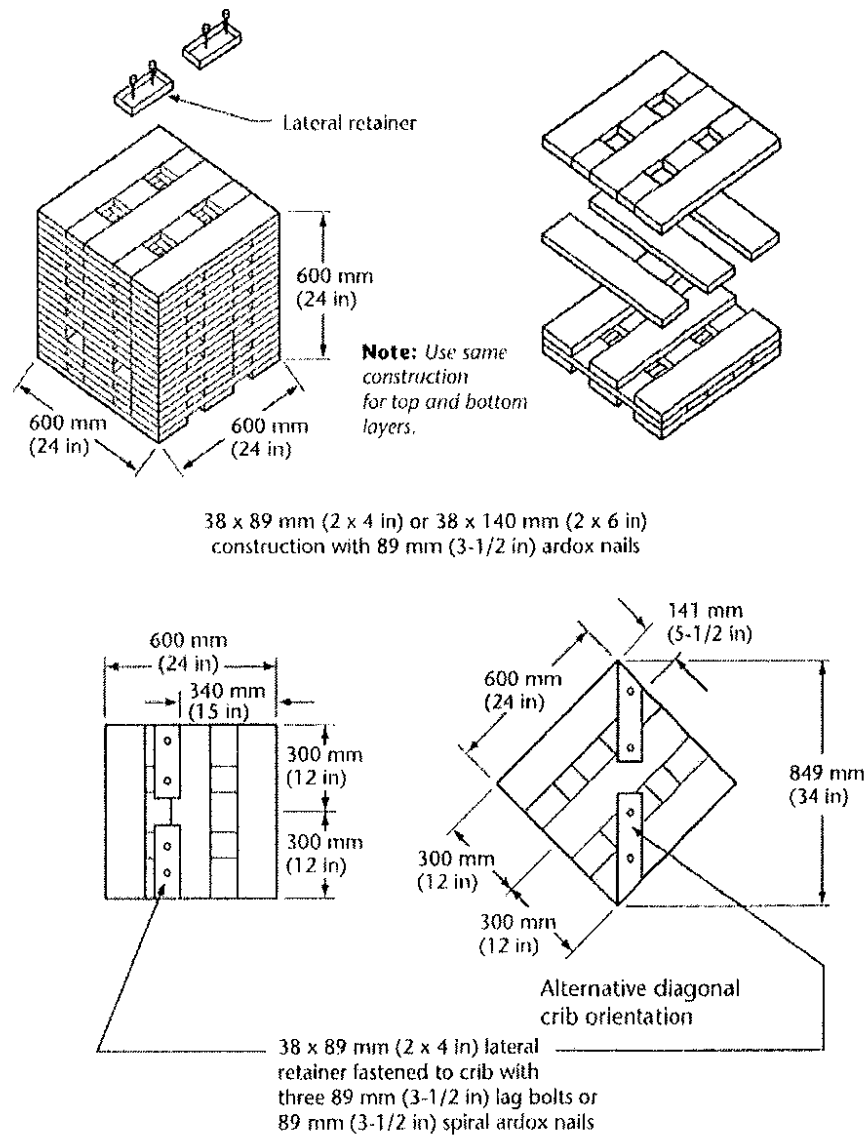


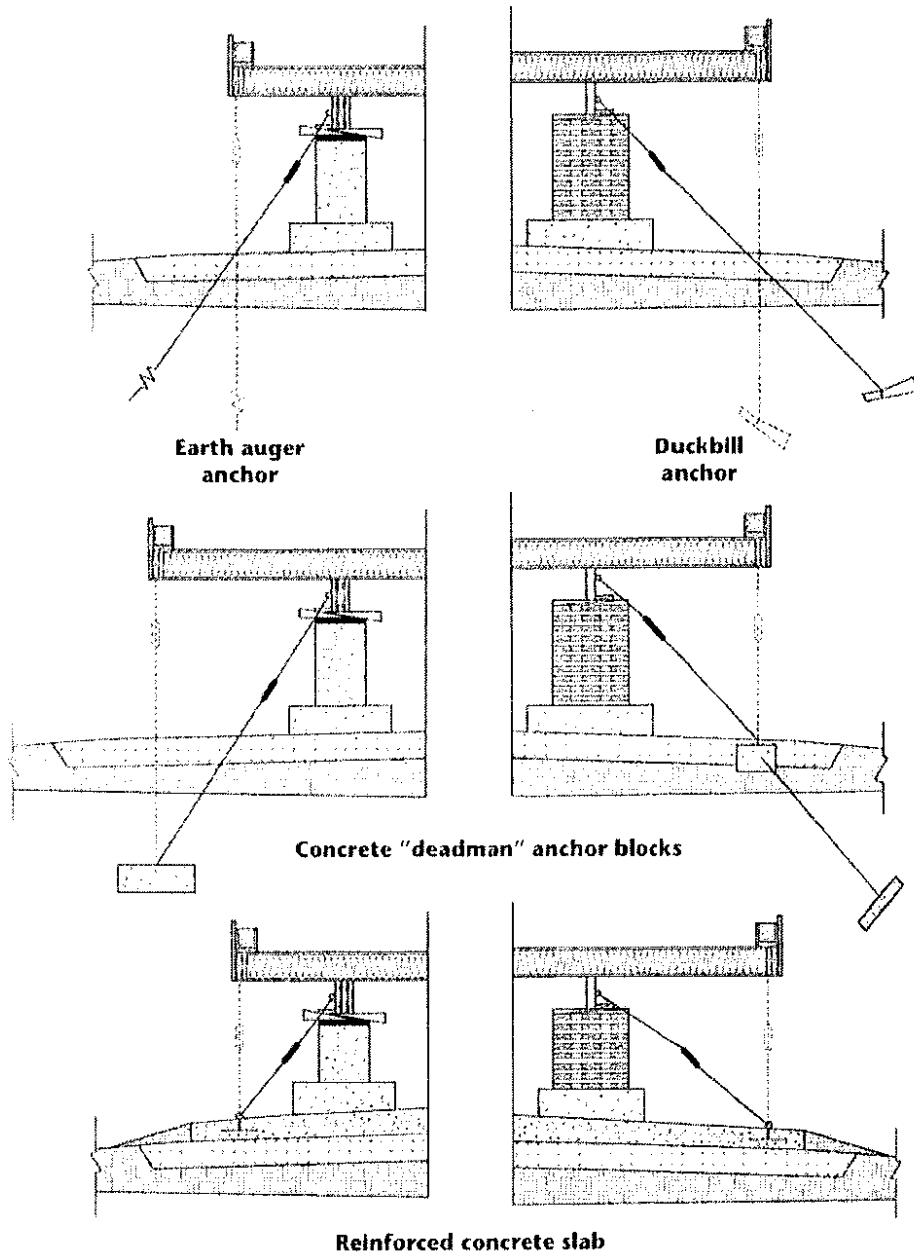
Figure B.5
Wood-crib pier foundation
(See Clauses 6.4.2, 6.4.6, and B.6.)

(Continued)



Wood-crib construction

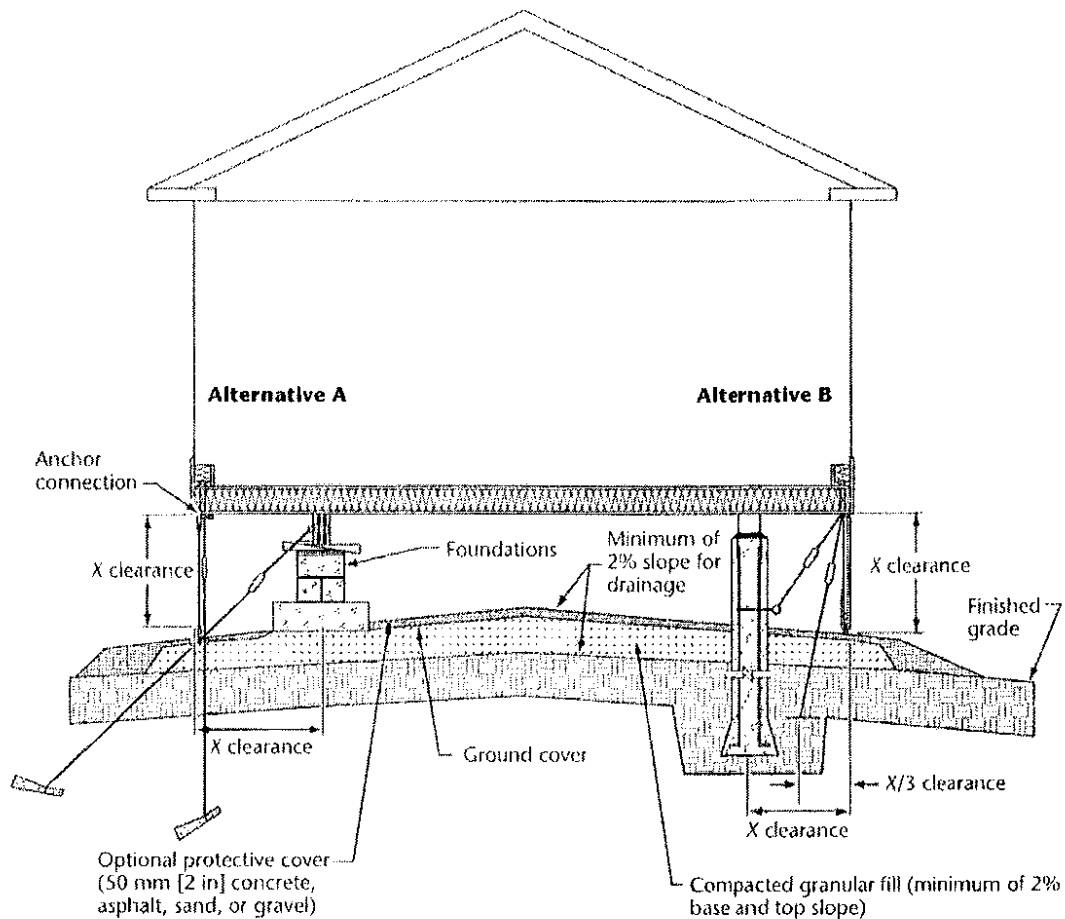
Figure B.5 (Concluded)



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.

Figure C.4
Typical anchorage system arrangements
(See Clause C.3.)

**Notes:**

- (1) The ultimate capacity of anchors and connections to the unit should be not less than 17.8 kN (4000 lb), with the anchors located not more than 1200 mm (4 ft) from the ends and spaced not more than 3660 mm (12 ft) on-centre along the sides of the unit.
- (2) Anchors should connect directly to wall studs to provide maximum restraint against uplift of the wall.
- (3) Anchors should be tightened to a minimum force of 13.35 kN (3000 lb) before adjustment to allow slack in the anchor cables.
- (4) For Alternative A, the slack should not exceed 75 mm (3 in) for diagonal cables and 50 mm (2 in) for vertical cables.
- (5) For Alternative B, the slack in the cables should not exceed 50 mm (2 in), although no slack is preferable.
- (6) For non-tornado areas, the spacing between anchors may be increased to 7320 mm (24 ft).

Figure C.5
Anchorage for tornado protection
 (See Clause C.4.)

Annex E (informative)

Skirting

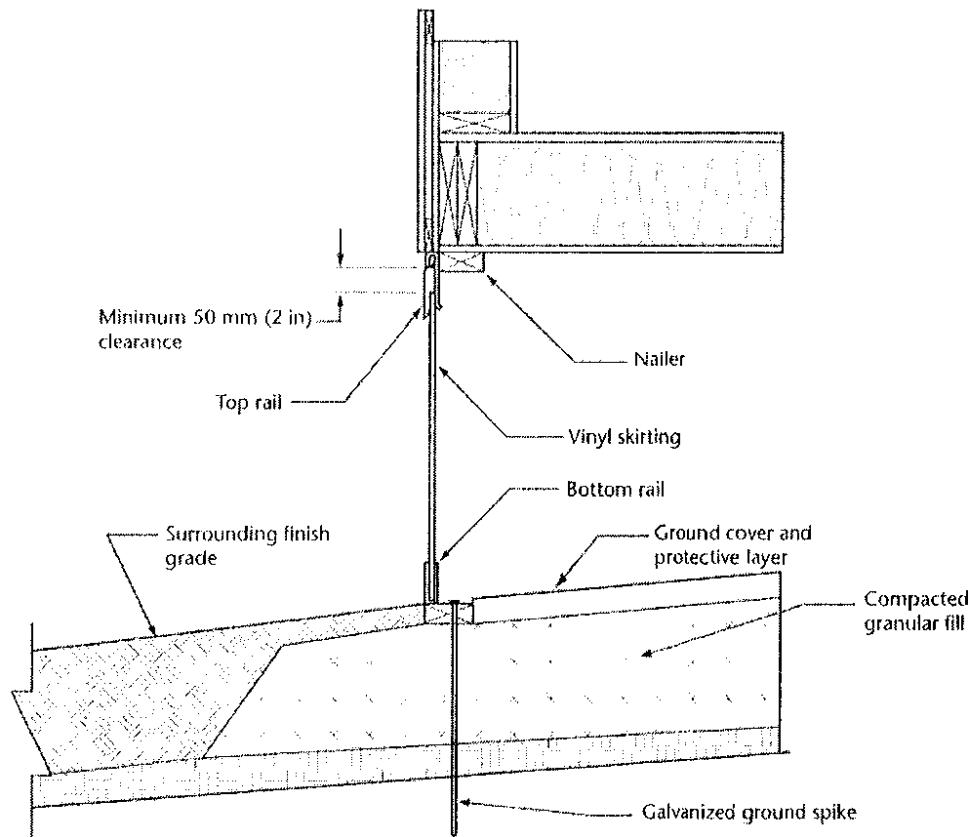
Note: This Annex is not a mandatory part of this Standard.

E.1 General

Skirting helps keep debris from accumulating under a home and should be used. Skirting also helps prevent penetration of cold air; however, it should not be considered adequate protection for exposed waterlines.

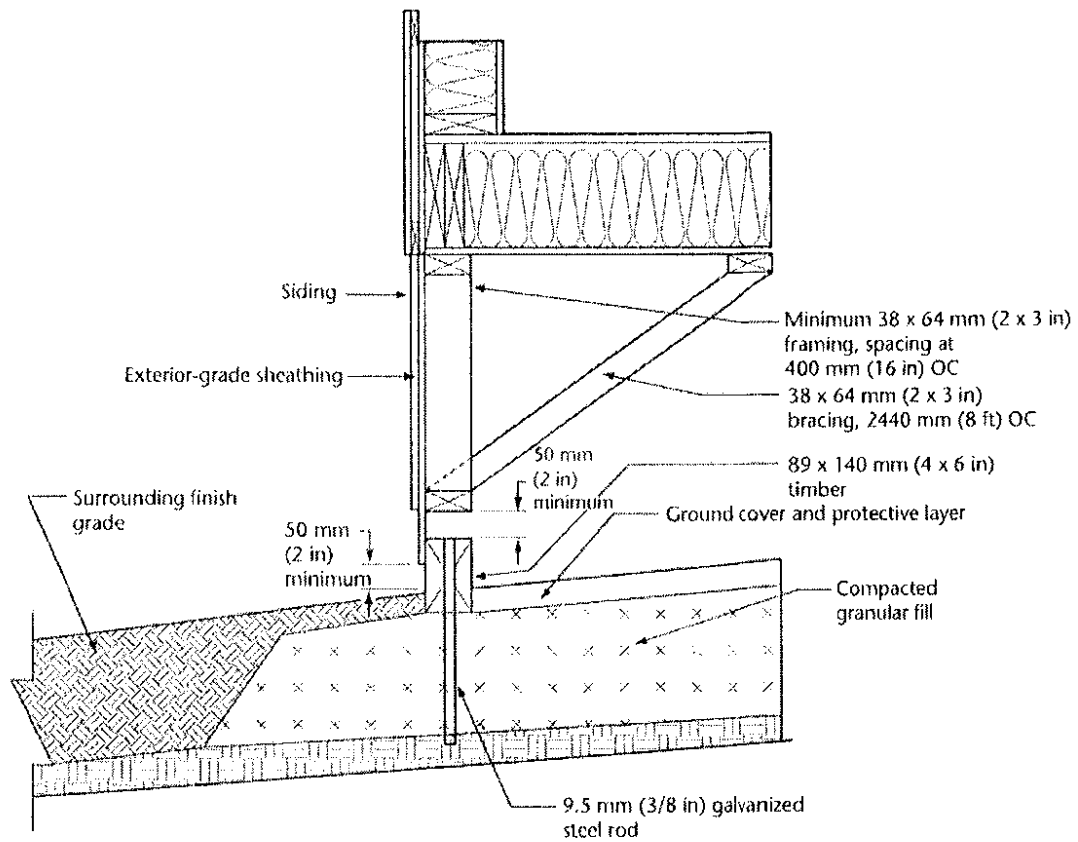
E.2 Designs

Skirting designs vary depending on the skirting material, lot contours, and foundation system. Some skirting systems include channels and take-up devices. Typical systems are shown in Figures E.1 to E.3.



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

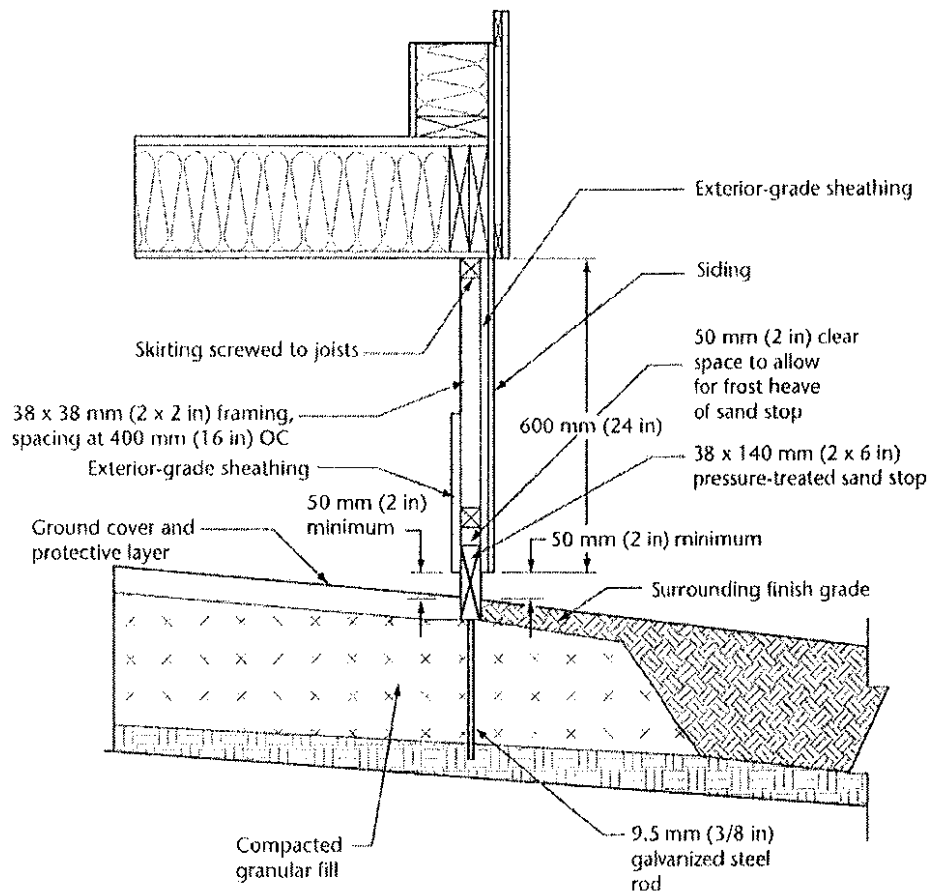
Figure E.1
Skirting system (Example 1)
(See Clauses 9.1 and E.2.)



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 E.2
Skirting system (Example 2)
(See Clauses 9.1 and E.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 E.3
Skirting (Example 3)
 (See Clauses 9.1 and E.2.)