



**Regional District of Okanagan-Similkameen**

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# APPLICATION FOR BUILDING PERMIT MANUFACTURED / MOBILE HOME

Fees for Application			Application Fee	Title Search \$25 if applicable	Total
<input type="checkbox"/>	Building Permit	Value less than \$100,000	\$200		
<input type="checkbox"/>	Building Permit	Value more than \$100,000	\$575		
<b>FOR OFFICE USE ONLY</b>					
Folio #		Date Paid		Receipt #	

## PROPERTY OWNER INFORMATION

(add additional page if more than two owners)

Registered Property Owner		Registered Property Owner (2 <sup>nd</sup> )	
Mailing Address		Mailing Address	
Daytime phone	Alternate phone	Daytime phone	Alternate phone
E-mail		E-mail	


## AGENT / HOME OWNER INFORMATION (if not land owner attach signed Authorization to Build)

Name & Company		
Mailing Address		
Daytime phone	Alternate phone	Email:

## LAND UNDER APPLICATION

<b>LOCATION</b> (civic address of property)							
Lot		Block		District Lot		Plan	
Parcel Identifier Number:							
Name of Mobile Home Park:					Pad#		
MHP Manager:					Phone:		
<input type="checkbox"/>	Signed <b>AUTHORIZATION TO BUILD</b> from Mobile Home Park owner/manager (if applicable)						

## PROJECT INFORMATION

<input type="checkbox"/>	Manufactured Home CAN/CSA A-277	Serial No.		
<input type="checkbox"/>	Mobile Home CAN/CSA Z-240	Serial No.		
Size of Unit:				
Design Snow Load:		Date of Manufacture:		
<p>Have there been any modifications to the structure (openings and/or additions)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, give details: _____</p> <p>_____</p>				
<p>Any on-site construction additions proposed (eg. deck, garage, carport, awning, stairs)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please ensure proper construction drawings are attached.</p>				
<p>Value of project when complete: \$ _____ (subject to RDOS evaluation or assessment)</p>				
<p>Are there any buildings currently occupying any portion of said parcel/pad?</p> <p>If yes, state their use: _____</p> <p>(Note – all structures on the property must be identified on the site plan)</p>				

## SUPPORTING INFORMATION

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Are there any restrictive covenants registered on the subject property?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Are there any registered easements or rights-of-ways over the subject property?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Is there legal access to the subject property?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Is there a watercourse on the subject property or within 30 m of your project?
<input type="checkbox"/>	<p>SUBMIT a recent (no older than 30 days) copy of the <b>CERTIFICATE OF TITLE</b> or title search print for the subject property (see information on Page 4 – RDOS can obtain this document on your behalf).</p>			
<p>All drawings and plans are to be <b>drawn to a scale</b> of ¼" per foot or 1:50mm or such other scale as may be acceptable to the building official.</p>				
<input type="checkbox"/>	<p>SUBMIT two copies of a <b>SITE PLAN</b> (drawn to appropriate scale) that show the location and distances from the lot/property lines of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> proposed home</li> <li><input type="checkbox"/> driveway location</li> <li><input type="checkbox"/> all existing structures and retaining walls</li> <li><input type="checkbox"/> septic field and well (where applicable)</li> <li><input type="checkbox"/> statutory rights of way, easements and covenants</li> <li><input type="checkbox"/> watercourse and ravines (review the Riparian Area, Environmentally Sensitive Habitat &amp; Floodplain regulations with an RDOS Planning Technician)</li> </ul>			

<input type="checkbox"/>	<p>SUBMIT two copies of an <b>ELEVATION DRAWING</b> (drawn to appropriate scale) showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> natural and finished grades (show total building height proposed)</li> <li><input type="checkbox"/> skirting (indicate access hatch and ventilation grilles)</li> </ul>
<input type="checkbox"/>	<p>SUBMIT two copies of a <b>FOUNDATION PLAN</b> (drawn to appropriate scale) showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> basement or crawl space (all work to conform to the BC Building code)</li> <li><input type="checkbox"/> concrete block piers</li> <li><input type="checkbox"/> wood cribbing</li> <li><input type="checkbox"/> anchorage diagram (required for single wide units)</li> </ul> <p>Refer to Z240.10.1-94 for specific requirements details.</p> <p><b>A structural engineer will be required when pier supports exceed a height of three concrete blocks or where a clear height from grade to the unit frame exceeds 1.5 times the width of the proposed wood cribbing.</b></p>
<input type="checkbox"/>	<p>SUBMIT two copies of <b>CONSTRUCTION DRAWINGS</b> (drawn to appropriate scale) for any on-site construction such as deck, garage, carport, awning, stairs, showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> framing plan</li> <li><input type="checkbox"/> cross section with details</li> <li><input type="checkbox"/> elevations</li> </ul> <p style="text-align: center;"><b>All on-site construction shall conform to the current BC Building Code and <u>must be self-supporting unless otherwise verified by an engineer.</u></b></p>
<input type="checkbox"/>	<p>SUBMIT approved Record of Sewerage or proof of connection to an approved sewer system.</p>
<input type="checkbox"/>	<p>SUBMIT proof of potable water or connection to an approved water system.</p>
<p><b>Additional Information</b></p> <p>Additional material or more detailed information may be requested by the Regional District upon reviewing your application</p> <p>You may be required to provide a survey certificate of the property.</p> <p>If there are any existing buildings being removed from the property, a demolition permit must be approved. Applications for permits to authorize demolition must include a demolition waste disposal plan</p>	
<p><b>Important:</b> Your application will <u>not</u> be considered complete unless it contains all the information above. The processing of your application will be delayed if it is incomplete. Contact a staff member for assistance.</p>	

**A note about obtaining the State of Title Certificate/Title Search and Covenants.** The State of Title Certificate/Title Search and covenants may be obtained through our office, from the Land Title Office or through your local government agent office for a fee.

Initial

*Please obtain copy of current title search and/or required covenants, easements and right of ways.  
I understand the applicable charge(s) will be applied to my building permit costs.*

## DECLARATION

I/We, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.

\_\_\_\_\_  
Signature of Registered **Owner /Agent**  
(or Authorized Signatory of Corporation\*)

\_\_\_\_\_  
Signature of Registered **Owner /Agent**  
(or Authorized Signatory of Corporation\*)

\_\_\_\_\_  
Name of Registered **Owner /Agent** (print)

\_\_\_\_\_  
Name of Registered **Owner /Agent** (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**\*if owner is a company or corporation, proof of signing authority is also required**

Protecting your personal information is an obligation the Regional District of Okanagan-Similkameen takes seriously. Our practices have been designed to ensure compliance with the privacy provisions of the Freedom of Information and Protection of Privacy Act (British Columbia) ("FIPPA"). Any personal or proprietary information you provide to us for this permit application, is collected, used and disclosed in accordance with FIPPA. Contact the Freedom of Information Officer at the Regional District Okanagan-Similkameen for information.

# AUTHORIZATION TO BUILD

*Building Bylaw #2805, 2018 defines an Owner as the registered owner in fee simple, or an agent duly authorized by the owner in writing in the prescribed form, and also where the context or circumstances so require:... a lessee with authority to build on the land.*

This form is applicable to all situations where a tenant is applying for a permit where they are not the registered owner of the land(s) but is the owner of the improvement located on the land. This form, approved by the Property Owner, must accompany all such applications.

**PROPERTY / LOCATION OF PROJECT:** \_\_\_\_\_

**STRUCTURE TYPE:**  A-277 manufactured home  Z-240 mobile home Other: \_\_\_\_\_

**Name of Tenant(s):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

The tenant hereby makes application to the Property Owner for permission to make the following placement of a mobile/manufactured home or revisions, renovation, alterations to the structure as hereinafter noted (collectively known as the "work").

**DESCRIPTION OF WORK:** \_\_\_\_\_

\_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of **Tenant**

\_\_\_\_\_  
Signature of **Tenant**

\_\_\_\_\_  
Name of **Tenant** (print)

\_\_\_\_\_  
Name of **Tenant** (print)

On behalf of the Property Owner, the application for a building permit is acceptable for the described work on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Registered **Property Owner**  
(or Authorized Signatory of Corporation)

\_\_\_\_\_  
Signature of Registered **Property Owner**  
(or Authorized Signatory of Corporation)

\_\_\_\_\_  
Name of Registered **Property Owner** (print)

\_\_\_\_\_  
Name of Registered **Property Owner** (print)