



BUILDING PERMIT CHECKLIST FOR MANUFACTURED HOME

Please complete and attach this checklist to your permit application.

All boxes shall be "CHECKED" and all required supplementary documents included with your application. Documents must be clear, legible, accurate, printed to scale, and drawn to professional drafting standards.

The forms and documents referenced in this checklist are available at www.rockyview.ca/building.

Applicant's Checklist	For Office Use Only	Required Items
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1) Alberta New Home Warranty – required for a new manufactured home.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2) Building Permit Application – (note: estimated value of work includes materials, labour, contractor fees, architectural, and engineers fees; excludes the cost of land).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3) Certificate of Title – Issued from registry within the last 30 days, including copies of caveats and covenants registered on the title by Rocky View County. It is the responsibility of the applicant/owner to ensure the work being carried out does not contravene the requirements of any restrictive covenants, caveats or any other restrictions registered against the property.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4) Approved Development Permit
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5) Utility Form
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6) Sub Trade Permits – Complete applications must be applied for with the building permit application <input type="checkbox"/> Electrical Permit <input type="checkbox"/> Gas Permit <input type="checkbox"/> Temporary Gas Permit <input type="checkbox"/> Plumbing Permit <input type="checkbox"/> Gas Fireplace <input type="checkbox"/> Private Sewage Treatment System <input type="checkbox"/> Sewer Service Connection Permit
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7) Site Plans – (see Resources – Site Plan Information Sheet on website) including: a) All active and/or abandoned oil and gas wells, pipelines and facilities must be shown with Right of Ways – setbacks to proposed dwelling b) All major and minor water courses c) Front, side and rear yard setback dimensions d) Easements, utility Right of Ways e) Grades - geodetic or local (Alberta Land Surveyor) i) Corners of property and building, existing and proposed within 15m of the building ii) Maximum 1.0m increase from existing grade (unless approved by DP) iii) Driveway slope percentage – 8% maximum, show % slope iv) Slopes 15% or greater and greater than 2m in vertical height – submit a <i>Slope Stability Assessment</i> by Geotechnical Engineer v) Slopes 30% or greater and greater than 3m in vertical height – submit a <i>Slope Stability Analysis</i> by Geotechnical Engineer f) Area of the site and lot coverage
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8) CSA and Provincial Label Numbers a) Submit photographs of AMA and/or CSA-A277 label(s) or a Professional Engineer review(s) for the building
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9) Building Plans a) Foundation Design i) ICF Foundation – rebar details as per Article 9.15.4.5, CCMC, or P Eng design ii) PWF (Preserved Wood Foundations) – P Eng design & site review required iii) Foundation strip footing sizes b) Concrete pad sizes - Pad size, location and reinforcing must be shown on the drawings (Hand written pad sizes are not accepted): i) Engineered column manufacturer/supplier specifications or, ii) Professional Engineer design c) Size of doors and windows – bedrooms must meet egress requirements d) Floor plans e) Building elevations with existing and proposed grades at building corners



- f) Location of fireplaces marked gas or wood burning
- g) Deck pads/piles – if applicable (see Forms – Deck Detail Sheet on website) all footings must be 4’ below grade, and a minimum of:
 - i) 24”x24”x8” for uncovered decks or
 - ii) 36”x36”x8” for covered decks
 - iii) Concrete piles without footings require a P Eng design
 - iv) Screw piles require a P Eng design
- h) Provide square footages for all floor levels, decks, porches and garages
- 10) **Residential Mechanical Ventilation Form** – If full basement being constructed under dwelling unit - (see Forms – Residential Mechanical Ventilation Form on website)
- 11) **Engineered Designs (if applicable)**
 - a) Lateral support details for foundation window and stairway openings exceeding 1.2m
 - b) Lateral support details for foundation openings exceeding 25% of the wall length
 - c) Lateral support details for foundation wall for over height backfill
 - d) Screw pile design
- 12) **Hydronic – Heating Systems** (primary/secondary) shall be designed as per Standata - (see Guidelines – Hydronic Heating Systems for Dwelling Unit and/or Hydronic Heating Systems for Garage or Accessory Building on website)
 - a) Submit loop layouts

FOR OFFICE USE ONLY

Checked by SCT _____ Date: _____

Checked by SCO _____ Date: _____

Checked by SCT _____ Date: _____

Checked by SCO _____ Date: _____