

When is a Building Permit required?

A Building Permit is required for any of the following:

- The placement of a manufactured home on a lot within a Manufactured Home Park
- Moving any manufactured home to a new lot within a Manufactured Home Park
- Any additions to a manufactured home
- Any accessory buildings and structures within a Manufactured Home Park space
- Any deck more than 0.6 m (2 ft) above the average grade

Who is responsible for obtaining a Building Permit?

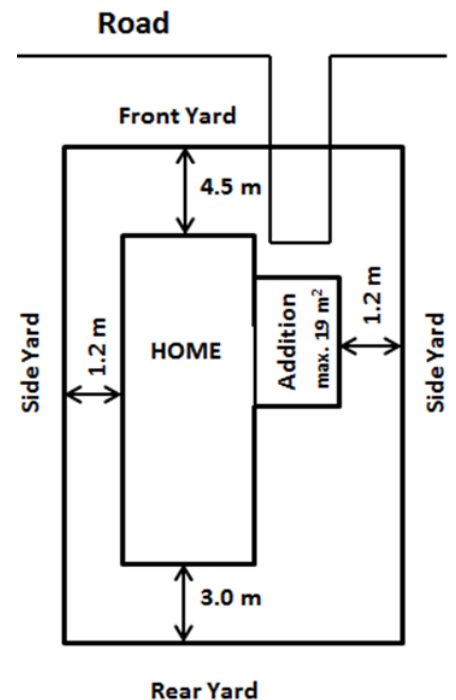
The **park owner** is responsible for obtaining a permit and calling for inspections and placement of the manufactured home.

The **manufactured homeowner** is responsible for obtaining a permit and calling for inspections for additions, decks, and accessory buildings or structures.

What are the Zoning Bylaw regulations for Manufactured Home Parks?

The RM9: Manufactured Home Park is the only zone in the City of Prince George that allows a Manufactured Home Park. The RM9 zone has specific regulations for the size of a Manufactured Home Space and the location and massing of development within the boundaries of the Manufactured Home Space. These regulations are summarized below:

- The minimum area of a Manufactured Home Park space is 350 m²
- The minimum width of a Manufactured Home Space is 13.0 m
- The minimum yard setbacks from the principal development (manufactured home) to the Manufactured Home Space boundary are:
 - Front: 4.5 m
 - Interior Side: 1.2 m
 - Exterior Side: 3.0 m
 - Rear: 3.0 m
- The minimum yard setbacks from accessory development (shed, pool, propane tanks, etc.) to the Manufactured Home Space boundary are:
 - Front: 6.0 m
 - Interior Side: 1.2 m
 - Exterior Side: 3.0 m
 - Rear: 1.2 m
- The total maximum combined gross floor area of accessory buildings and structures within a Manufactured Home Park space is 10.0 m²



The RM9 zone also has regulations for the entire site within the property line boundaries. These regulations are summarized below:

- The minimum lot width is 35.0 m
- The minimum lot area is 0.2 ha
- The maximum residential density is 22 units/ha
- The maximum site coverage is 45%

What are the requirements of a Manufactured Home Space site?

All aspects of manufactured home placement must meet the CSA Z240 or CSA A277 standard for site preparation, foundation, and anchorage of manufactured homes.

What are the requirements of a modification or addition on a Manufactured Home Space site?

Modifications and/or additions to manufactured homes are permitted provided the following conditions are met:

- The application must provide evidence that the unit is certified to CSA A277 or CSA Z240 series standards
- The work must be carried out in conformance with the structural requirements of Part 9 of the BC Building Code
 - Any structural work outside the scope of Part 9 will trigger submission of an Engineer's certified structural drawings, Schedule B, and Schedule C
- The existing roof or exterior wall of a manufactured home must not carry any additional load unless sealed drawings certified by a licensed structural engineer are submitted with the permit application

What what needs to be submitted with a Building Permit application?

- **Current Title Search**
- **Appointment of Agent From** – Only required if someone else is applying for the permit on the owner's behalf.
- **Plumbing permit** – Required for installing new plumbing fixtures or water meters, changing, renovating, adding, or altering piping in existing buildings, connecting to municipal services, or installing on-site servicing works. The permit application, connection, and fixture installation must be completed by a licensed plumber.
- **Record of Sewerage System & Potable Water Source** – Accepted by Northern Health Authority if City sewer and/or water connections are not available.
- **Site Plan** – Provide a site plan showing the following:
 - Location of the manufactured home within the Manufactured Home Park
 - Civic address of property
 - Height of proposed development
 - Setbacks from property lines
 - Dimensions of the lot, proposed development and all existing structures
 - Driveway location and width (proposed or existing)
 - Direction of drainage
- **Drawings** – Provide a complete set of drawings which indicate the following:
 - Floor Plan and size of the manufactured home
 - Footings/foundation (pillar layout), skirting, ground cover and grading details
 - Elevations
- **Manufacturing Information**
 - Manufacturer's name and year of manufacture
 - Serial number – two numbers for a double wide
 - CSA number
 - MHR number – if not available at time of application, must be supplied prior to issuance of occupancy permit

How many Building Inspections are required?

There are two inspections required for manufactured homes. A **Foundation Inspection** takes place prior to pouring cement. For manufactured homes placed on private property, an up-to-date legal survey certificate from a registered surveyor is required before any inspections will be carried out beyond foundation. A **Final or Occupancy Inspection** takes place after the work is complete to complete the permit.

Further Questions?

For any further questions, contact a Building Inspector or Planner at Development Services Division at 250.561.7611 or devserv@princegeorge.ca

This guide has been prepared to provide information only. It is neither a bylaw nor a legal document. If any contradiction between this guide and the relevant Municipal Bylaws or applicable codes is found, such bylaws or codes shall be the legal authority.