

Application for Permit

Box 142, Dunrea, Mb. R0K 0S0
(204) 523-2080

**23 West
Planning District**

Authorizing the Sale or Lease of a
Mobile Home or Recreational Vehicle



INSTRUCTIONS: 1) PLEASE PRINT 2) FEE MUST ACCOMPANY APPLICATION
3) MAKE CHEQUES PAYABLE TO **23 WEST PLANNING DISTRICT**
(Do not send cash in the mail)

1) APPLICATION INFORMATION:

a) Applicant Name _____
b) Company Name (if applicable) _____
c) Address _____ City/Town _____ Prov. _____
Postal Code _____ d) Phone Number _____

2) DESCRIPTION OF UNIT:

- | | | |
|------------------|-----------------------------|----------------------|
| A) TYPE OF UNIT: | 1. Double-Wide Mobile Home | 5. Motor Home |
| | 2. Conventional Mobile Home | 6. 5th Wheel Trailer |
| | 3. Travel Trailer | 7. Truck Camper |
| | 4. Camping or Tent Trailer | 8. _____ |

**The following information must be submitted with the application for relocation permit.
The mobile home must conform to CAN/CSA-Z240 MH Series.**

1. Proof that the mobile home is CSA approved. We will require:

Manufacturer's name and address: _____
Size and Model: _____
Serial Number: _____
Year of Manufacture: _____

NOTE: CSA Approval means that the factory-built portion of the mobile home, including the plumbing and electrical systems, has been designed and built in compliance with Provincial Mobile Home Standards.

If your Mobile Home is not CSA Approved, then an inspection of the Mobile Home by the Office of the Fire Commissioner is required. The inspection application forms are available at the Manitoba Fire College (1601 Van Horne Ave. East, Brandon, Mb. or telephone (204) 726-6847). There is an inspection fee. An approval form will have to be obtained prior to the issuance of a location permit from this office.

CSA # _____ Location of Seal: _____

B) IDENTIFICATION:

1. Manufacture _____
2. Trade Name _____ 3. Year Built _____
4. Model No. _____ 5. Serial No. _____

C) SPECIFICATION:

1. Length _____ 2. Width _____

3) SITE PLAN AND LOCATION ON SITE

Site Plan of the proposed mobile home location showing location of the mobile home and all accessory buildings on the new site including distances from any roads, neighbouring mobile homes, garages, carports, or any other buildings or structures.

The site preparation, foundation and anchorage of the mobile home must be completed in accordance with the CSA Z240 Standard. Further information on this standard may be obtained by contacting a Building Inspector with the **23 West Planning District**.

Plans for any decks, landing and stairs that are going to be constructed at the time of the location permit must be submitted.

NOTE: An additional building permit will be required if you add an addition to the mobile home or construct an accessory building. Decks constructed after the location permit has been finalized will also require an additional building permit to be obtained. Plans are required to be submitted for the construction in each of the above instances.

A) PREPARATION OF THE SITE INCLUDES:

- i)
 - Top soil and organic materials must be removed from the site below the home location.
 - The base of the excavated site must be graded from the centre to the outside with a minimum slope of 2% to prevent water accumulation under the home.
 - The excavated site area must then be filled with gravel to a level above the surrounding grade.
 - A ground cover of 6 mil. Polyethylene with joints lapped 4 in. may be placed over the whole area to prevent migration of soil moisture beneath the home. (This requirement is optional).
- ii) The mobile home must be supported under the longitudinal beams of the home, as per the Manufacturers instructions. Wood cribs or 8 in. concrete blocks with their hollow cores in the verticle position may be used as supports. The first 6 in. of wood cribs in contact with the soil must be pressure treated to prevent rot
- iii) The mobile home requires skirting designed to accommodate 2 in. of verticle movement of the soil surface due to frost action and with the exterior surface made resistant to weather.
- iv) The crawl space requires ventilation on a ratio of 1/500 of the floor area of the home with ventilation grills uniformly spaced on opposite sides of the home.
- v) One access panel 20 in. x 28 in. must be provided in the skirting for periodic inspections.

4) STANDARDS CERTIFICATION: (CSA or DOL) Only

1. Certification Agency _____ 2. Label No. _____

5) INSPECTION INFORMATION:

A) PROPOSED USE:

- 1. Dwelling Units 2. Recreational Unit 3. Construction Camp
- 4. _____

B) LOCATION OF UNIT

Address _____

C) ACCESS: Inspectors must have access to interior of unit. Please indicate any special arrangements necessary.

6) SIGNATURE OF APPLICANT _____ Date _____

Department use only

FEE: \$400.00

Authorized: _____	Date: _____
(Building Inspector/Development Officer)	

