

Permit Application Checklist – READY-TO-MOVE HOMES (RTM)

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.

APPLYING FOR A BUILDING PERMIT DOES NOT EQUATE TO PERMISSION TO START CONSTRUCTION – BUILDING PERMITS WILL BE ISSUED BY THE MUNICIPALITY ONCE ALL ZONING AND BUILDING APPROVALS ARE COMPLETE.

Please read BT Bulletin, “Manufactured Home Definitions” for additional information and clarification on how the National Building Code applies to this project.

Required Information:

A complete set of plans are required to be submitted, and shall include the following:

- **Site Plan** with the following information:
 - Show size and location of proposed house, size and location of existing buildings on property, lot dimensions and shape, distance between buildings and property lines, and include a North direction arrow.
- **Complete House Plans include:**
 - Floor plans including exterior and interior wall locations / room sizes and overall dimensions / room use
 - Stair locations and dimensions (cross sections)
 - Window and door sizes, locations, and type (U-value)
 - HVAC unit/system location
 - Smoke alarm / CO alarm locations and interconnection
 - Foundation details including type (i.e. concrete, ICF, PWF, etc) and all structural components and details
 - Roof detail (engineer truss design and layout, roof rafters)
 - Floor detail (joist type, size, spacing and layout, beam sizes and posts, etc)
 - Any “Tall Wall” design details; note substantial “Tall Walls” will require professional design and engineered sealed drawings
- **RTM Approval Documentation:**
 - Documentation to demonstrate that the RTM Home was constructed at a CSA approved facility, or
 - Inspection reports demonstrating the RTM Home was inspected at the framing stage, and insulation / poly stage by a Class 1 (or higher) Building Official.
- **Addition Required Documentation:**
 - Energy Efficiency Compliance Form – this will require assistance from the house design professional
 - Ventilation System Design Form – your HVAC contractor will need to fill this out

When is an Engineer Required?

- Professionally designed sealed engineer drawings are required for the following conditions:
 - Grade beam and pile foundation supporting living space
 - Shallow garage footing foundation supporting living space
 - Walk-out foundations
 - When set out by recommendations of a geo-technical investigation
 - Substantial “Tall Wall” systems (i.e. studs full height of 2-stories)

Required On-Site Inspections: (inspection requirements may change depending on the project type and size)

- Pre-backfill / Foundation; an inspection prior to backfill is generally the first inspection, however, certain situations may require inspection of rebar prior to concrete or footing arrangement.
- Final; house is ready for occupancy with all health and life-safety systems operating.