LAC STE. ANNE COUNTY

Building Permit Application for Manufactured, Modular, and Mobile Homes

Planning & Development

General Building Permit Information & Checklist Requirements

APPLICATION REQUIREMENTS

When submitting your application, please include your approved **development permit** from the County, in addition to the supporting documentation listed below in red. Failing to do so may result in delays to issuing your building permit.
As per the *New Home Buyers Protection Act*, when constructing a new home, cabin, garage with living quarters, or moving into a new manufactured home, you must provide the *New Home Warranty Certificate* at the time of application.

Effective December 1, 2017, new requirements are in effect for residential builders in Alberta. All residential builders are required to have a builder licence in order to construct new homes. The National Energy Code came into effect November 1, 2016. Please ensure the attached 9.36 compliance report is completed and submitted with the building permit application and required documentation.

CONSTRUCTION OF NEW HOMES & ADDITIONS

- ☐ Site plan
- ☐ Elevation views
- ☐ Manufactured floor joist layouts
- ☐ Foundation plan
- ☐ Building cross sections
- ☐ Roof truss layouts *(layouts can be on site at framing stage)*
- ☐ Floor plan(s)
- ☐ Hydronic heating design information and designer certification
- ☐ Engineered stamped drawings for attached garage if it is pile and grade beam
- ☐ Preserved Wood Foundations require plans designed by an Engineer registered in the Province of Alberta *(unless designed to the CAN/CSA S406-16 R2003)*

MANUFACTURED, MODULAR & MOBILE HOMES

☐ Site plan ☐ Foundation plan* ☐ Floor plan Year manufactured: _____

Serial #: _____ AMA #: _____ CSA/QAI/Intertek #: _____ Sq.ft.: _____

ONE ROOM ADDITIONS & MANUFACTURED SUNROOMS

- ☐ Site plan
- ☐ Foundation plan*
- ☐ Floor plan
- ☐ Cross section view
- ☐ If manufactured sunroom, supplier's full product information is required or an Engineer's approval

STORAGE BUILDINGS, GARAGES & SHEDS

- ☐ Site plan
- ☐ Floor plan
- ☐ Elevation views
- ☐ Building cross sections
- ☐ Roof truss and beam design information
- ☐ Pole buildings require engineering
- ☐ Hydronic heating design information and designer certification (if applicable)

Foundation requirements:

- ☐ 4 Foot frost wall and strip footing
- ☐ Engineered grade beam and pile
- ☐ Concrete slab over 55 sq.m. must be engineered
- ☐ Any other foundation will require a structural engineered stamped plan

Wall requirements:

- ☐ Walls up to 3.6 m in height are acceptable
- ☐ Walls over 3.6 m will require an engineered stamped plan unless built to Standata 14-BCV-002R1

BASEMENT DEVELOPMENTS & MINOR RENOVATIONS

- ☐ Floor plan showing layout of new walls, bathrooms, bedrooms, windows and doors

HOT TUBS & SWIMMING POOLS

- ☐ Fence information
- ☐ Site plan with dimensions of hot tub/pool

DECKS

- ☐ Site plan
- ☐ Floor layout
- ☐ Cross section view or example plan showing dimensions

WOOD STOVES**

- ☐ Floor plan
- ☐ References to certification listing
- ☐ Manufacturers installation instructions

**Pile foundations require engineering **Including fireplaces, pellet and coal stoves*

Construction Information Checklists are also required for decks, garages, mobile homes and wood stoves

Box 219, 56521 Rge Rd 65, Sangudo AB T0E 2A0
T 780.785.3411 **TF** 1.866.880.5722 **F** 780.785.2985 **E** devassistant@LSAC.ca LSAC.ca/planning

LSA-043002054 09152024

LAC STE. ANNE COUNTY

Building Permit Appliction for Manufactured, Modular, and Mobile Homes

FOR OFFICE USE ONLY

Date (m/d/y): _____ Permit no.: _____

APPLICANT/OWNER INFORMATION

Full name of Applicant: _____

Mailing address: _____

City: _____ Province: _____ Postal code: _____

Tel: _____ Cel: _____ Email: _____

Full name of Owner (if not Applicant): _____

Inspection address: _____

LEGAL LAND DESCRIPTION

All or part of: Quarter: _____ Section: _____ Township: _____ Range: _____ W of 5 Meridian

Lot: _____ Block: _____ Plan: _____ Parcel size: _____

HOME SITE PLAN

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CERTIFICATION LABELS

CSA Label no.: _____ AMA Label no.: _____

Model/serial no.: _____ Year manufactured: _____

MANUFACTURED, MODULAR, MOBILE HOME CHECKLIST

Please check off boxes that apply to your manufactured, modular or mobile home setup.

FOUNDATION

- ○ Concrete piling as per CSA — ○ Other: _____
- ○ Wood blocking as per CSA — ○ Other: _____
- ○ Concrete blocking — ○ Other: _____
- ○ Engineered screw piling (must be fabricated by CWB Certified welder) — ○ Other: _____
- ○ Building anchorage to be provided where required — ○ Other: _____
- ○ Foundation as per Part 4 or 9 of the ABC 1997 — ○ Other: _____
- ○ Refer: CSA-Z240.10.1.94 — ○ Other: _____

DECKS/STAIR LANDINGS

- ○ Stairs, rise: 125mm to 200mm (5″ to 8″) — ○ Other: _____
- ○ Stairs, run: 210mm to 355mm (8-1/4″ to 14″) — ○ Other: _____
- ○ Stairs, tread: 235mm to 355mm (9-1/4″ to 14″) — ○ Other: _____
- ○ Handrail: 800mm to 965mm height (32″ to 38″) required for exterior stairs with >3 risers — ○ Other: _____
- ○ Guards: 900mm height (36″) required for decks/landings — ○ Other: _____
- ○ Guards: 600-1800mm height (2′ to 6′) above the adjacent grade — ○ Other: _____
- ○ Guards: 1070mm height (42″) for decks/landing >1800mm above grade — ○ Other: _____

CRAWL SPACE

- ○ Clearance: 24″ between grade and bot. of floor joists — ○ Other: _____
- ○ Ventilation minimum $1ft^2/50ft^2$ of crawl space area — ○ Other: _____
- ○ Access hatch 500mm x 700mm (20″x28″) minimum — ○ Other: _____
- ○ Ground shall be graded minimum 2% for proper drainage — ○ Other: _____
- ○ Ground cover 0.1mm poly — ○ Other: _____

LAC STE. ANNE COUNTY

Building Permit Appliction for Manufactured, Modular, and Mobile Homes

FOR OFFICE USE ONLY

eSITE permit number: 193193– _____ Development permit number: _____

New home buyer protection act registration #: _____ Builder licence number: _____

Permit fee: $ _____ SCC levy*: $ _____ **TOTAL FEE:** $ _____

**SCC levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560.00.*

ESTIMATED START DATE: _____ **ESTIMATED COMPLETION DATE:** _____

Permit type: ○ Homeowner ○ Contractor Estimated project value (materials and labour): $ _____

CONTACT INFORMATION

Full name of Owner: _____

Mailing address: _____ City: _____ Province: _____ Postal code: _____

Tel: _____ Cel: _____ Email: _____

Contractor: _____ Contact: _____

Mailing address: _____ City: _____ Province: _____ Postal code: _____

Tel: _____ Cel: _____ Email: _____

Contractor business licence number (issued by Lac Ste. Anne County): _____

PERMIT INFORMATION

Street/rural address: _____ Subdivision/hamlet: _____

Unit: _____ Lot: _____ Block: _____ Plan: _____ Tax roll no.: _____

All or part of: Quarter: _____ Section: _____ Township: _____ Range: _____ W of 5 Meridian

Architect and/or Engineer (if applicable): _____ Tel: _____

TYPE OF BUILDING

- ○ Residential
- ○ Commercial
- ○ Multi-family
- ○ Industrial
- ○ Institutional
- ○ Oil and Gas

TYPE OF WORK

- ○ New (stick built)
- ○ Addition
- ○ Change of use
- ○ Manufactured home
- ○ Basement development
- ○ Accessory building
- ○ Other _____
- ○ Demolition
- ○ RTM/Modular
- ○ Deck
- ○ Wood stove
- ○ Renovation
- ○ Porch

PROJECT INFORMATION

Main floor: _____ sq.ft.

Second floor: _____ sq.ft.

Basement: _____ sq.ft.

developed: ○ *yes* ○ *no*

Covered porch/deck: _____ sq.ft.

Garage area: _____ sq.ft.

○ *attached* ○ *detached*

TOTAL DEVELOPED _____ sq.ft.

No. of stories: _____ sq.ft

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DETAILED DESCRIPTION OF WORK

Building classification:

PERMIT APPLICANT DECLARATION

By signing below, I hereby certify that this installation will be completed in accordance with the *Alberta Safety Codes Act and Regulations,* and that work will commence within 90 days of application. The permit applicant/owner acknowledges that per Section 12(2) of the *Alberta Safety Codes Act*; Superior Safety Codes Inc. is not liable for any decision related to the system of inspections, examinations, evaluations and investigations including but not limited to a decision relating to their frequency and the manner in which they are carried out.

Applicant name | *Applicant signature* | *Application date*

HOMEOWNER DECLARATION

By signing below, I hereby certify that I own or will own and occupy this dwelling.

Homeowner name | *Homeowner signature* | *Application date*

PAYMENT AND PROCESSING

Upon review of your building permit application, the County will notify you of the total fees owing via your contact method of choice. Once you are notified of the total fees owing, you can pay in one of two ways:

- By credit card via the County's secure payment portal at LSAC.ca/payments; or
- In person at the County Administration Office located at 56521 Rge Rd 65 (east of Sangudo).

I wish to receive application correspondence and permit approval via: ○ **Regular mail** ○ **Email**

PRINT | SAVE | ATTACH SUPPORTING DOCUMENTS | SUBMIT | CLOSE

TO BE COMPLETED BY THE BUILDING SAFETY CODES OFFICER (BSCO)

Special conditions:

BSCO name | *BSCO signature* | *Designation*

The personal information you provide will be used to process this application, and is collected under the authority of Section 642 of the *Municipal Government Act*. Personal information provided may be recorded in the minutes of Municipal Planning Commission meetings, or otherwise made public pursuant to the provisions of the *Freedom of Information and Protection of Privacy (FOIP) Act*, including sections 39 through 42 therein. For details on the collection, use or disclosure of this information, please contact the County FOIP Coordinator at the address below.

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