



LUD

PST

Building Permit Application Requirement List

Manufactured Home New / Relocation

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, staff has been instructed to accept only complete applications which **include plans prepared to professional drafting standards**. Plans/drawings must conform to the Alberta Building Code. Drawings stamped with “not for construction”, “preliminary”, or “for permit purposes only” are not acceptable.

NOTE: Building and Development Permit applications must be submitted without personal information on any plans. Omitting this information will protect builders and tenants by reducing the risk of any personal information being wrongfully displayed, while also following the Province of Alberta’s FOIP Act. Failure to follow this requirement may result in an incomplete application. If you consider the information to be personal, do not put it on the plans.

Applications must be made in person, unless you are a member of the Canadian Home Builders Association (CHBA) – Calgary Region. Thank you for your cooperation.

completed by applicant	office use only	Required Items
		Prerequisites, where applicable:
<input type="radio"/>	<input type="radio"/>	1. Approved Development Permit .
<input type="radio"/>	<input type="radio"/>	2. Fee (Fee Schedule).
		Permit Documents:
<input type="radio"/>	<input type="radio"/>	3. Completed Construction Permit application form
<input type="radio"/>	<input type="radio"/>	4. Completed Building Permit Fee Calculation – New Homes
<input type="radio"/>	<input type="radio"/>	5. Proof of registration from the Government of Alberta’s New Home Buyer Protection Program . Builder licensing and warranty documentation are required.
<input type="radio"/>	<input type="radio"/>	6. Letter of authorization from Corporate Properties if the park is City-owned OR a letter from the mobile home park if privately owned.
		7. Proof of CSA A277 compliance . Provide proof that factory is CSA A277 compliant and approved to build Part 9 homes in Alberta.
		8. Completed ABC 2014 Section 9.36 (Energy Efficiency) Project Summary Form . Indicate compliance method (prescriptive, performance, trade off)
		Architectural Documents:
<input type="radio"/>	<input type="radio"/>	9. Two (2) copies of a dimensioned Site Plan showing: <i>(preferred scale is Metric 1:200 or Engineer 1" = 20' 0")</i>
<input type="checkbox"/>	<input type="checkbox"/>	north arrow
<input type="checkbox"/>	<input type="checkbox"/>	municipal address
<input type="checkbox"/>	<input type="checkbox"/>	property or lease lines

<input type="checkbox"/>	<input type="checkbox"/>	roadways/lanes
<input type="checkbox"/>	<input type="checkbox"/>	site area & coverage
<input type="checkbox"/>	<input type="checkbox"/>	foundation outline of the mobile home, dimensioned to the property or lease lines
<input type="checkbox"/>	<input type="checkbox"/>	outline of any accessory buildings NOTE: A separate building permit is required for Accessory Buildings – See Accessory Building Requirement List
<input type="checkbox"/>	<input type="checkbox"/>	location of any adjacent mobile homes or accessory buildings
<input type="radio"/>	<input type="radio"/>	10. Two (2) copies of a dimensioned Architectural Plans showing: (preferred scale is Metric 1:50 or Imperial 1/4" = 1'-0")
<input type="checkbox"/>	<input type="checkbox"/>	foundation plan, indicate the foundation type and details
<input type="checkbox"/>	<input type="checkbox"/>	floor plans
<input type="checkbox"/>	<input type="checkbox"/>	building elevations, (show spatial separation calculations for glazed openings)
<input type="checkbox"/>	<input type="checkbox"/>	structural cross sections

Applicant's Signature

Date

(Confirming that all required information has been provided and is correct)

Screened by

Date

Planning Services Technician

Date

Safety Codes Officer

Checklists are updated periodically. Please ensure you have the most recent edition.

Phone: 403-268-5311

Web: calgary.ca

In Person:

3rd floor, Calgary Municipal Building
800 Macleod Trail SE, Calgary, Alberta

8:00 a.m. to 4:30 p.m. Monday – Friday

Mail:

The City of Calgary
Planning, Development & Assessment (#8108)
800 Macleod Trail SE, Calgary, Alberta T2P 2M5