

*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 Village of Pemberton Bylaws and/or applicable codes is found, such bylaw and/or code shall be the legal authority.*

Manufactured Homes, sometimes referred to as Mobile or Modular Homes, are a housing solution that appeals to many in today's real estate market. Manufactured Homes have evolved from trailers and are now longer, heavier and more rigidly constructed. As much planning should go into the installation of a Manufactured Home as would be needed for the location of a site-built home. In fact, additions and renovations should be considered and executed as if the home was site-built.

Since the early 1990's, all Manufactured Homes produced in Canada have been required to carry a Canadian Standards Association Certification; either CSA Z240 for mobile. The decal is usually found affixed to the cladding just to the left of the main entrance. When renovating the exterior of a Manufactured Home, do not remove or deface the CSA decal. Many Manufactured Homes were built before the adoption of this standard and will not have the important CSA decal. Without the decal the value of the structure is greatly diminished.

If you are moving a Manufactured Home within the Village of Pemberton, be aware that it must have a CSA decal to be approved as a dwelling unit. At such time that they are no longer lived in, the structure must be:

- Demolished on-site and the debris removed (Permit required)
- Moved to another location for disposal (Permit required), or
- The usage of the structure changed to other than a dwelling unit, such as a shop, storage, etc. (Permit required).

Owners of structures slated for demolition or removal from the Village of Pemberton must pay all charges against the structure before a Permit is issued.

Always be sure to contact the Village of Pemberton Building Department prior to any construction, addition, alteration, etc., to ensure you have the required Permits.

Procedure:

1. The Planning Department must approve the use of a mobile home on the property.
2. Mobile homes must be certified to the CSA-Z240 'Mobile Homes' standard. Mobile homes without certification are **not** permitted.
3. Mobile homes to be used as a second dwelling shall have a covenant registered on title that restricts the mobile home to the approved Zoning Bylaw use.
4. To apply for a building permit to place a mobile home on a property the following information shall be submitted to the building department:
  - A. The Manufactured Home Details Form (see attached) with the following information:
 

<ul style="list-style-type: none"> <li>▪ Manufacturer</li> <li>▪ Date of Manufacture</li> <li>▪ Model</li> <li>▪ Size</li> </ul>	<ul style="list-style-type: none"> <li>▪ CSA Z240 Certification</li> <li>▪ Registration number</li> <li>▪ Serial number</li> </ul>
--	--

B. Two sets of drawings, to scale, which include:

Site Plan including:

- all covenants, easements, right-of-ways, septic systems, water courses and ponds.
- retaining walls and if they're over 1m in height must have a B1/B2 and signed/sealed drawings from an engineer.
- all other buildings on the property.
- any decks, stairs, and additions on the mobile home.
- setbacks from the property lines, other buildings, and watercourses to the mobile home.

Floor plan of mobile home with landings or decks & stairs shown at each exterior door (include dimensions of mobile home and landings and/or decks plus room locations). Foundation plan as per the structural engineering (Including Schedule B).

Geotechnical Engineer may be required depending on the location

Exterior Elevations (exterior view of the building).

Full construction drawings for any decks, carports or rooms (site plan, floor plan, cross section & elevation drawings).

All floor and roof assemblies of permitted additions (rooms, decks, carports, etc) must be independently supported and must not add any structural load to the mobile home. Please note no structure shall be affixed to a Z240 Home as they are not designed for this purpose, unless express approval with drawings is submitted by a Professional Engineer.

- C. A copy of the property title to confirm ownership. The Village can provide this for a \$20 fee.
- D. Copies of all easement, right-of-way, or covenant documents noted on property title. The Village can provide this for a fee of \$20 for each document
- E. A letter of agency from the owner of the property to anyone else applying for or picking up the building permit.
- F. Building permit application form (Form A)
- G. A non-refundable deposit of \$150.00 will be required at the time of application for single family dwelling permits.

### Site Preparation

The following requirements for site preparation must be met:

- Top soil and organic matter must be removed.
- Base to be graded from the center to the outside at a 2% minimum.
- Inorganic compactable granular material (gravel, sand, etc.) shall be used as fill. Fill shall also be graded at a 2% slope away from the center of the mobile home.
- one of the following ground covers shall be installed under the mobile home:
  1. 2" cement concrete
  2. 2" asphaltic concrete
  3. 6 mil polyethylene sheet vapour barrier
- the ground cover shall extend to 6" beyond the face of the trailer.
- Minimum 24" clearance between the bottom of the joists and ground cover.

### Flood Control Level (FCL)

A Geotechnical engineering report shall determine the required FCL elevation as per the Village of Pemberton Flood Elevation Bylaw (Please see attached-Bylaw No 716, 2012)

### Foundation, Piers & Anchorage

Footings, piers & anchorage shall be as per the structural engineering specifications.

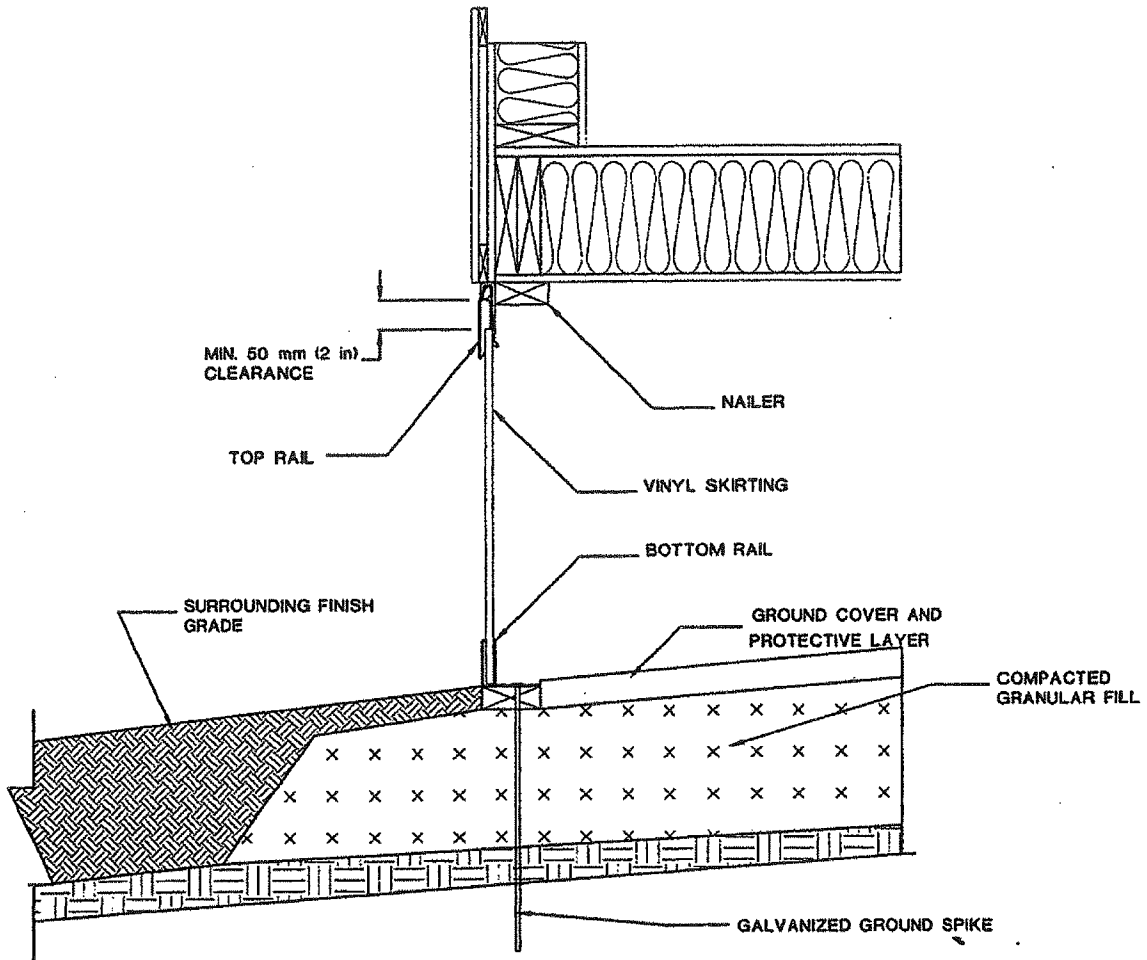
### Skirting and Ventilation

- The space below the manufactured home maybe enclosed with skirting, when enclosed, one or more access panels at least 500 x 700 mm (20 X 28 in) shall be provided for periodic inspection and maintenance purposes. The panels shall be located close to sewer and water connections. Clothes dryers and other appliances shall not be vented into the crawl space.
- Mobile homes shall be skirted with skirting designed to accommodate a minimum 2' of vertical movement.
- Cross ventilation shall be provided in the crawl space by four vents uniformly spaced on opposite sides of the home and kept free from obstructions.

### Water and Sewer Connections

- Water and Sewer connections must be approved and inspected by the Village of Pemberton Public Works department.
- Each manufactured home shall be provided with a cleanout on the sewer connection (cleanout best located outside) and an approved valve on the water service which shall be in the crawl space.
- The sewer pipe above ground is to be supported every 4' with  $\frac{3}{4}$ " or  $\frac{1}{2}$ " perforated strapping.
- The water service pipe shall be enclosed in a heated crawl space, and be supported every 4' by  $\frac{1}{2}$ " perforated strapping hangers.

*The following drawings are to be used as examples only. Geotechnical & Structural Engineering will be required to confirm site elevation, site preparation, foundation and anchorage of the manufactured home.*



**Note:** Provision for movement should be provided in soils susceptible to frost heave.

**Figure E1**  
**Skirting Detail**  
(See Clause 7.)

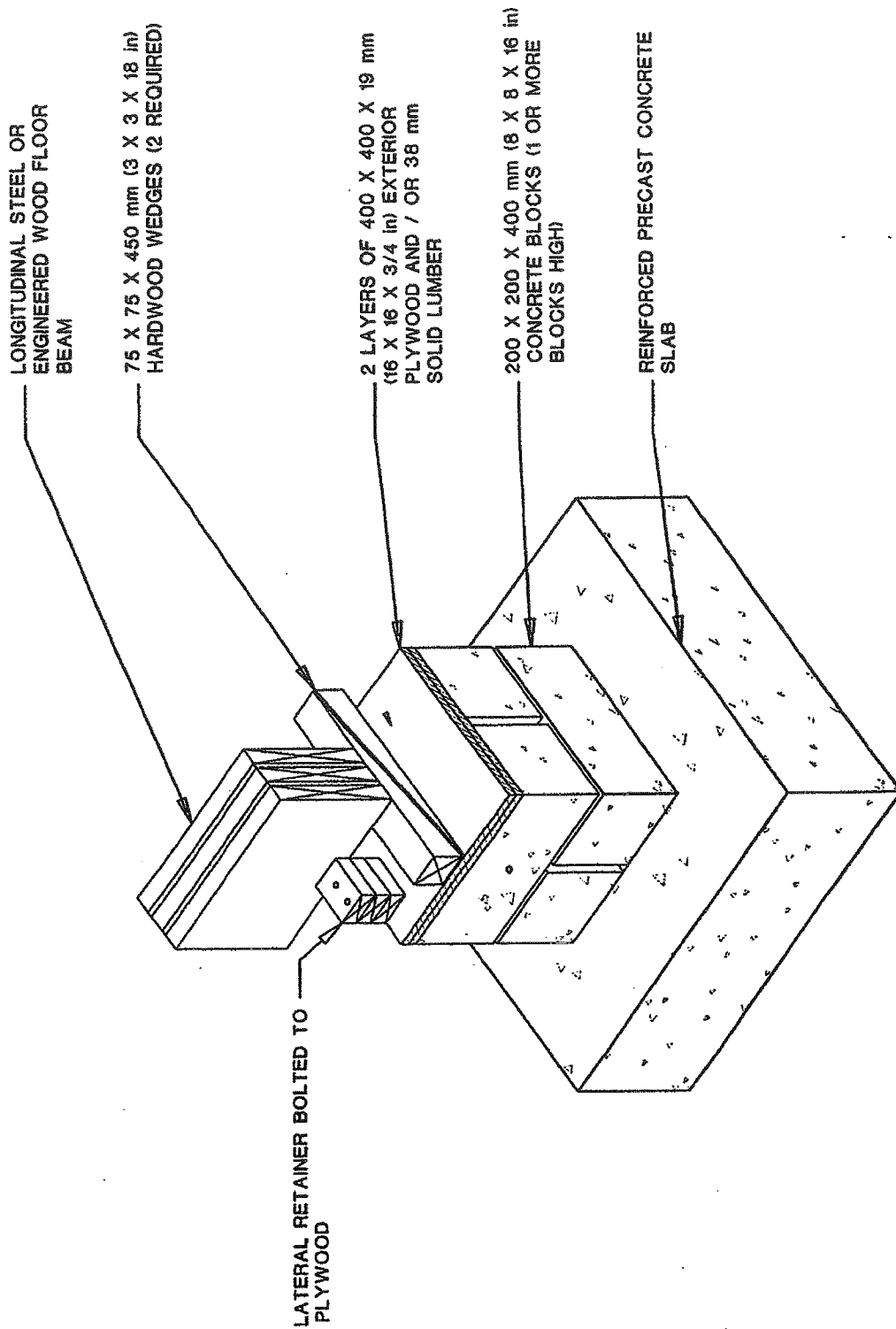


Figure B5  
Concrete Block Surface Foundation System



Box 100 | 7400 Prospect Street  
 Pemberton BC V0N 2L0  
 P: 604.894.6135 | F: 604.894.6136  
 Email: [admin@pemberton.ca](mailto:admin@pemberton.ca)  
 Website: [www.pemberton.ca](http://www.pemberton.ca)

## MANUFACTURED (MOBILE) HOME INFORMATION

Building Permit No.: \_\_\_\_\_

### SITE

Civic Address: \_\_\_\_\_ Legal Description: \_\_\_\_\_  
 PID: \_\_\_\_\_ Lot: \_\_\_\_\_  
 District Lot(DL): \_\_\_\_\_ Plan: \_\_\_\_\_

### OWNER(S)

Owner Name(s): \_\_\_\_\_ Home: \_\_\_\_\_  
 \_\_\_\_\_ Work: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

### AGENT if applicable

Agent Name: \_\_\_\_\_ Work: \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

### MANUFACTURED HOME DETAILS

Manufactured by:		Notes:	
Date of Manufacture:			
Model:			
Size:			
CSA/Z240 No			
BC Manufactured Home Registry			
Serial No:			

**X** \_\_\_\_\_  
*Owner Signature*

\_\_\_\_\_  
*Date*

**X** \_\_\_\_\_  
*Authorized Agent Signature*

\_\_\_\_\_  
*Date*

**X** \_\_\_\_\_  
*Building Inspector Signature*

\_\_\_\_\_  
*Date*