

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:

2 complete sets of RTM home plans are required to be submitted along with the **Building Permit Application** for review and record. The plans shall include:

- **Site Plan** with the following information:
 - Show size and location of proposed house
 - Show size and location of existing buildings on property
 - Show lot dimensions and shape
 - Show distance between buildings and property lines
 - Show North direction arrow
- **House Floor Plans** with the following information:
 - Exterior and Interior wall locations / room sizes and overall dimensions
 - Stair locations and dimensions (cross sections)
 - Window sizes, locations, and type
 - Door sizes, locations and swing direction
 - HVAC unit/system location
- **House Structural Drawings** with the following information:
 - Foundation Detail (type, size, layout and location)
 - Wall Detail (interior and exterior)
 - Roof Detail (eng truss design and layout, roof rafters)
 - Floor Detail (eng joists design and layout, dimensional lumber)
 - Any “Tall Wall” design details; note substantial “Tall Walls” will require professional design and engineered sealed drawings
- **Mechanical Ventilation Design Worksheet** filled out by the mechanical contractor
- **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.

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-storeys)

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.

Inspection Call-In Program:

- It is the owner's responsibility to contact BuildTECH to arrange for all mandatory inspections.
- Work shall not proceed to a point that would cover up any required inspection stages.
- Failure to notify BuildTECH with appropriate time frames could lead to measures to uncover work at the owner's expense.
- Contact BuildTECH at 306-370-2824, or call4inspection@gmail.com, to arrange for inspections; please provide at minimum 72 hours notice.