



Manufactured Home Building Permit Application Check List

The following items are required for plan review:		YES	N/A
	Two copies of legible site plans showing the manufactured home on the lot complete with set backs from property line and the location of on site services. The measurements and square footage of the manufactured home and any attachments (landings and stairs). Underground services must be shown on site plans.		
	CSA number and CCMC label numbers if available.		
	In the event the required CSA label is not presented one of the following conditions must be met.		
1)	Final inspection report from a qualified Building Safety Codes Officer of the Municipality in which the home was inspected. This report MUST state the home meets all respective Alberta Building Codes and has been approved for occupancy.		
2)	A report from a structural engineer bearing his/her seal and signature stating they have approved the home for occupancy.		
3)	An inspection can be completed by a qualified Building Safety Codes Officer of the City of Medicine Hat. It will be expected to meet the Building Code requirements in effect at the time of the inspection.		
	Details on how the home is being supported (piers, piles or other)		
	You are aware that gas, plumbing and electrical permits are required. Qualified gas fitters/plumbers and electricians must apply for these permits.		

**Checklist must be completed by applicant prior to submittal.
Minor changes or notes on submitted plans may be in blue or black ink.
RED INK IS RESERVED FOR DEPARTMENT.**

I have read and agree that all the above information I have checked as “Yes” on the check list is represented on the drawings I have submitted.

Address of property: _____

Signature of Applicant

Applicant’s Name Printed

NOTE: Any missing or incorrect information will delay the permit issuance.

