



Planning & Development Services
 City of Medicine Hat
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Residential Building Permit Check List Manufactured Home Placement

Project Name:		<i>Building Permit Label (completed internally)</i>
Project Address:		
Applicant:		
Applicant Address:		

The following items are required for plan review:		YES	N/A
1.0	Legible site plans – digital or hard copy drawn to scale and dimensioned		
1.1	Showing property lines and dimensions.		
1.2	Showing the location of the new manufactured home, and distances to property lines and to adjacent existing buildings on the same property.		
1.3	Location of water and sewer connections, gas and electric meters.		
2.0	Construction drawings - digital or hard copy drawn to scale and dimensioned		
2.1	The measurements and square footage of the manufactured home and any attachments (decks, landings, and stairs).		
2.2	Details on how the home is being supported (piers, piles, or other).		
3.0	CSA number and CCMC label – if not available, the following is applicable:		
3.1	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.		
3.2	A report from a structural engineer bearing his/her seal and signature, stating they have approved the home for occupancy.		
4.0	Additional permits - A homeowner permit will only be issued to a property owner that resides or plans to reside in a Single Family Dwelling.		
4.1	Permits are required for Electric, Gas, Water and Sewer connections to the home.		
5.0	Additional documents		
5.1	New Home Buyer Protection Warranty or Exemption Letter (if home is 2014 or newer). Required prior to release of the building permit.		

**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.**

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