

## Plan Review Checklist – Mobile Homes

**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.

### Required Information:

- 2 sets of Site Plans with the following information
  - Show size and location of proposed mobile home
  - 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
- 2 sets of Mobile Home Layout Drawings with the following information
  - Interior wall location (if enclosed)
  - Window sizes and locations
  - Door sizes, location and swing direction
- 2 copies of conformation that Mobile Home was constructed at a CSA approved facility
- 2 copies of the Mobile Home Site Preparation and Anchorage Drawings
  - See information provided from CSA Z240
- 2 copies of the Building Permit Application properly filled out

### Required Inspections:

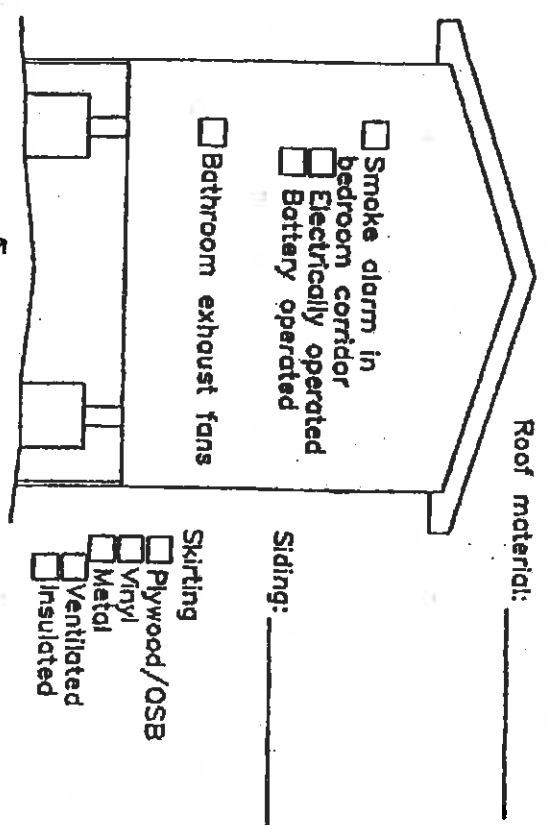
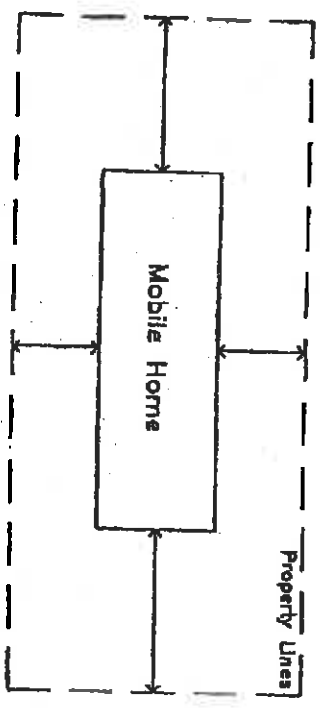
- Plan Review (Prior to the commencement of any construction)
- Foundation (Prior to pouring concrete)
- Final (Prior to moving in or occupying the building)

# Mobile Home Requirements

CAN/CSA-2240.4.1-92  
National Building Code of Canada

## Site Plan

- Note distances to property lines
- Label adjacent streets and allies
- Indicate location of ground anchors (if applicable) with an 'X'.



- Smoke alarm in bedroom corridor
- Electrically operated Battery
- Bathroom exhaust fans
- Roof material: \_\_\_\_\_
- Siding: \_\_\_\_\_
- Skirting
  - Plywood/OSB
  - Vinyl
  - Metal
  - Ventilated
  - Insulated
- Min 2% grading
- Sand/dirt/gravel topping
- Poly ground cover
- Gravel sub-base

## Foundation

- Type of pier:
  - Railway ties
  - Treated timbers ( \_\_\_\_\_ x \_\_\_\_\_ )
  - Concrete blocks
  - Wood crib

Note:  
-Piers can not be higher, than they are wide  
-Blocking is to be installed at the top of the pier on the exterior of the floor beams to prevent lateral movement

### Type of footing (if required)

- Concrete Pod
  - Length: \_\_\_\_\_
  - Width: \_\_\_\_\_
  - Depth: \_\_\_\_\_
- 3 layers of treated 2x6 wood crib
  - Length: \_\_\_\_\_
  - Width: \_\_\_\_\_
- Concrete piles
  - Diameter: \_\_\_\_\_
  - Depth: \_\_\_\_\_

## Information

The following is typically found on the inside of a kitchen cupboard or electrical panel

- Year built: \_\_\_\_\_
- Manufacturer: \_\_\_\_\_
- Serial No.: \_\_\_\_\_
- CSA No.: \_\_\_\_\_
- Pier spacing: \_\_\_\_\_
- Length: \_\_\_\_\_
- Width: \_\_\_\_\_

### Anchorage

- Ground anchors installed 40 feet apart
- If ground anchors are not to be installed then the following information is to be provided:
  - Weight: \_\_\_\_\_
  - Distance between floor beams: \_\_\_\_\_
  - Height of pier: \_\_\_\_\_
  - Width of pier: \_\_\_\_\_

## Intended Renovations (If Any):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner's name: \_\_\_\_\_

Street Address: \_\_\_\_\_

**Municode**  
Services Ltd.

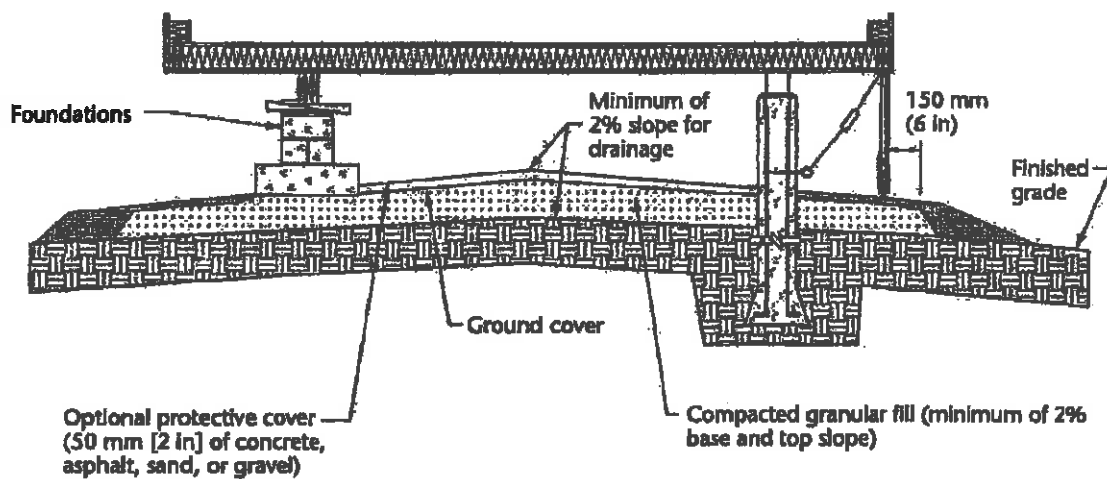
## Annex A (informative)

### Site preparation

**Note:** This Annex is not a mandatory part of this Standard.

#### A.1 General

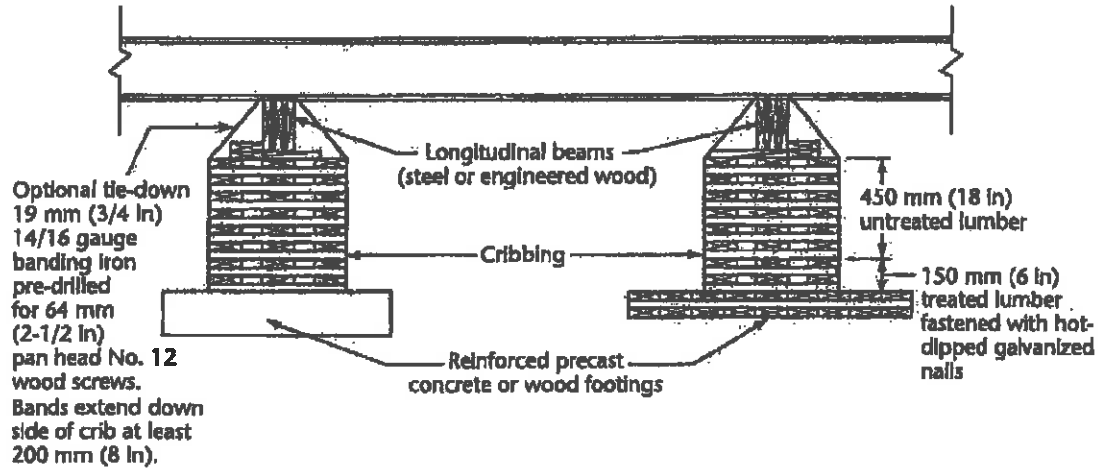
A typical example of site preparation for concrete pile or surface pier foundation systems is shown in Figure A.1.



**Notes:**

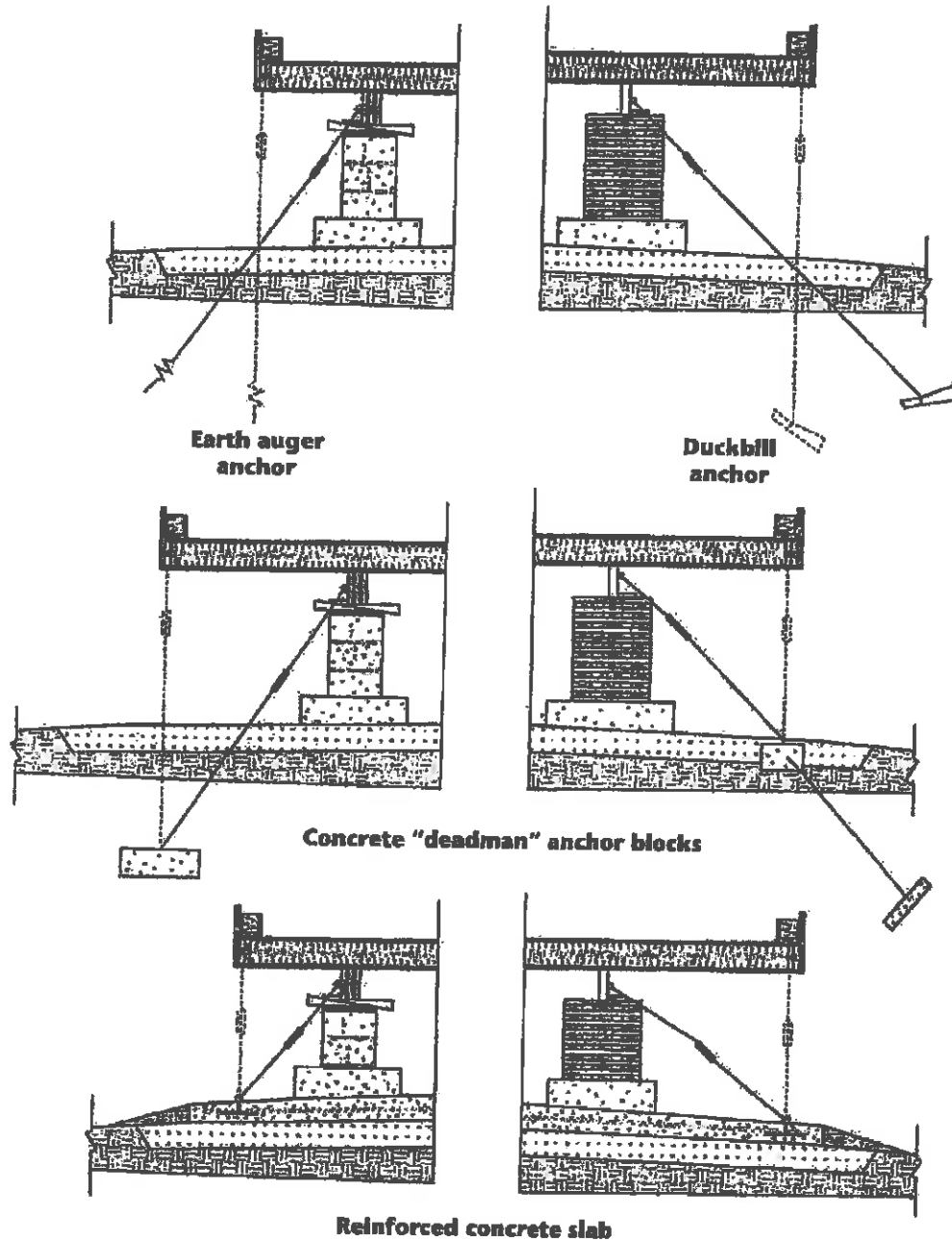
- (1) The ground cover extends at least 150 mm (6 in) past the sides of the manufactured home.
- (2) The backfill base and ground cover are graded centre to outside or from side to side with a minimum slope of 2%.
- (3) The surrounding finished grade slopes away from the home.

**Figure A.1**  
**Site preparation**  
 (See Clauses 5.1.2 and A.1.)



**Figure B.5**  
**Wood-crib pier foundation**  
(See Clauses 6.4.2, 6.4.6, and B.6.)

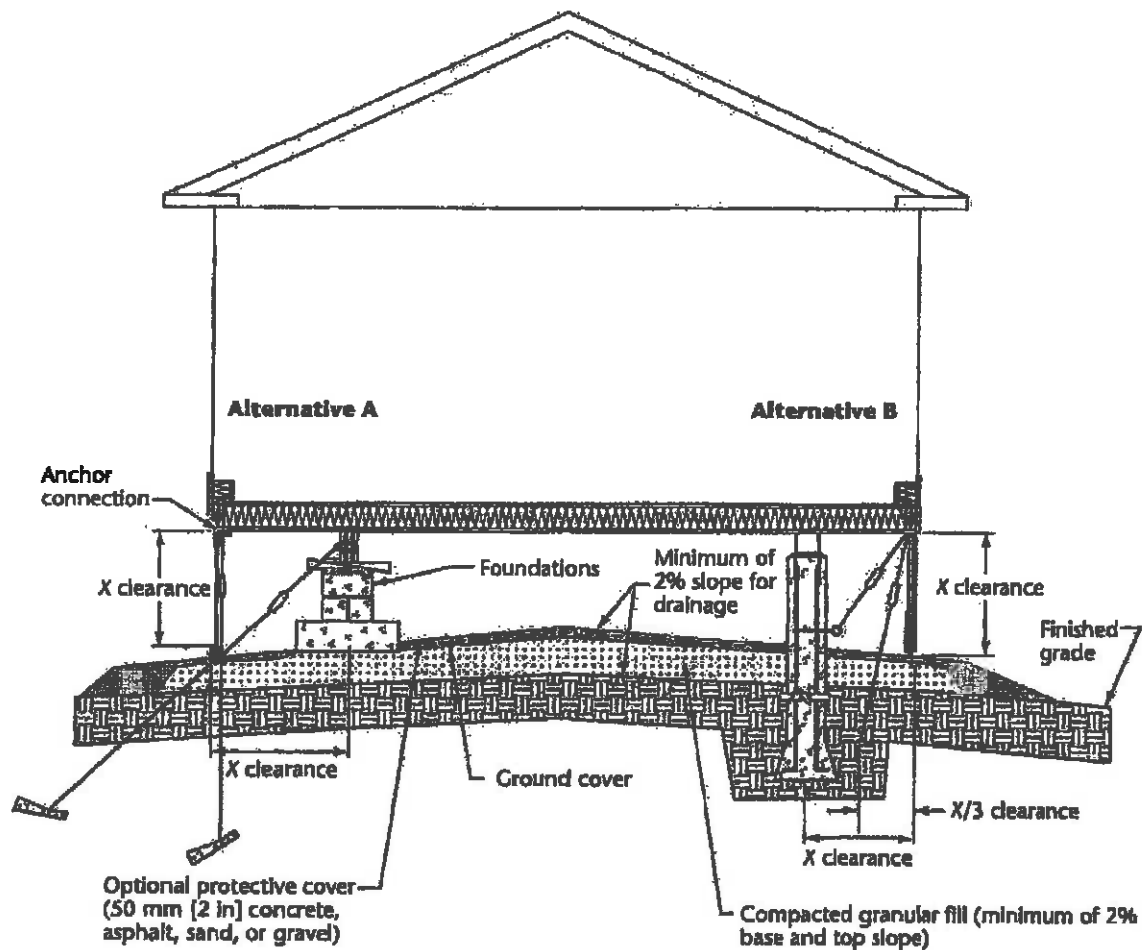
(Continued)



**Notes:**

- (1) Diagonal tie-downs are effective in limiting lateral sliding on foundation piers.
- (2) Vertical tie-downs directly connected to the wall studs provide the most effective resistance to uplift and overturning forces and should be considered for use at high-wind-load sites, particularly on the prevailing windward sides of an installation.

**Figure C.4**  
**Typical anchorage system arrangements**  
(See Clause C.3.)

**Notes:**

- (1) The ultimate capacity of anchors and connections to the unit should be not less than 17.8 kN (4000 lb), with the anchors located not more than 1200 mm (4 ft) from the ends and spaced not more than 3660 mm (12 ft) on-centre along the sides of the unit.
- (2) Anchors should connect directly to wall studs to provide maximum restraint against uplift of the wall.
- (3) Anchors should be tightened to a minimum force of 13.35 kN (3000 lb) before adjustment to allow slack in the anchor cables.
- (4) For Alternative A, the slack should not exceed 75 mm (3 in) for diagonal cables and 50 mm (2 in) for vertical cables.
- (5) For Alternative B, the slack in the cables should not exceed 50 mm (2 in), although no slack is preferable.
- (6) For non-tornado areas, the spacing between anchors may be increased to 7320 mm (24 ft).

**Figure C.5**  
**Anchorage for tornado protection**  
 (See Clause C.4.)

## Annex E (informative)

### Skirting

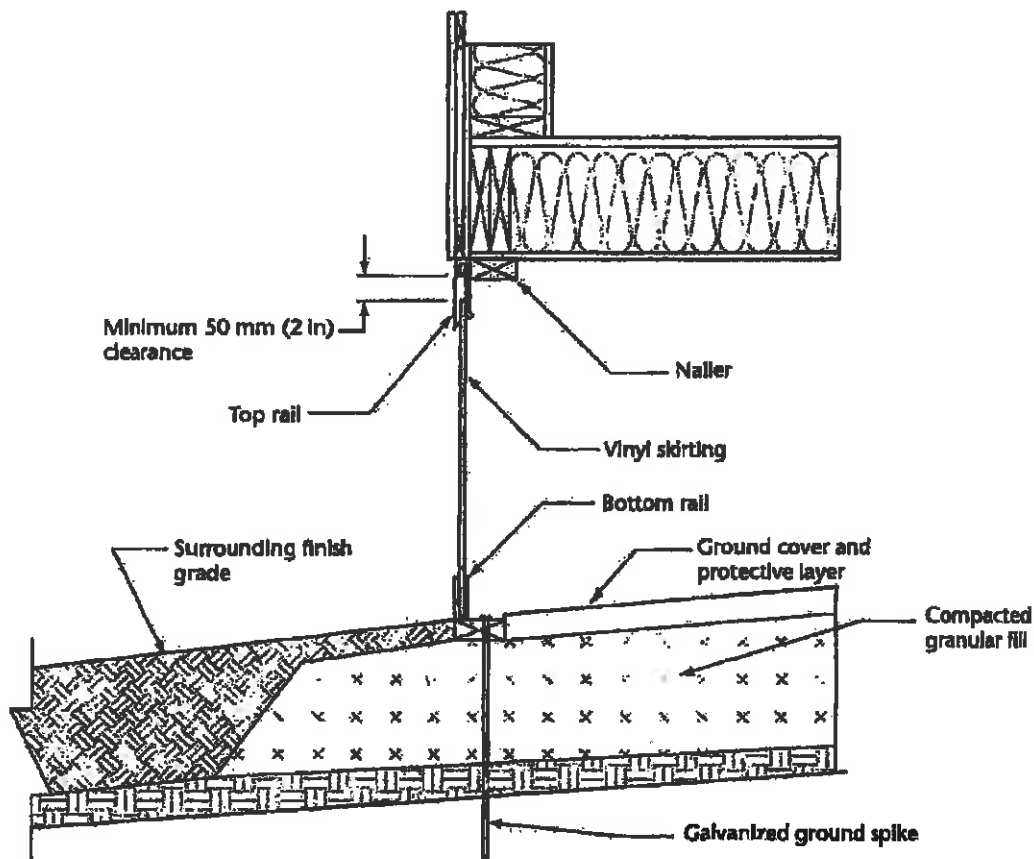
**Note:** This Annex is not a mandatory part of this Standard.

#### E.1 General

Skirting helps keep debris from accumulating under a home and should be used. Skirting also helps prevent penetration of cold air; however, it should not be considered adequate protection for exposed waterlines.

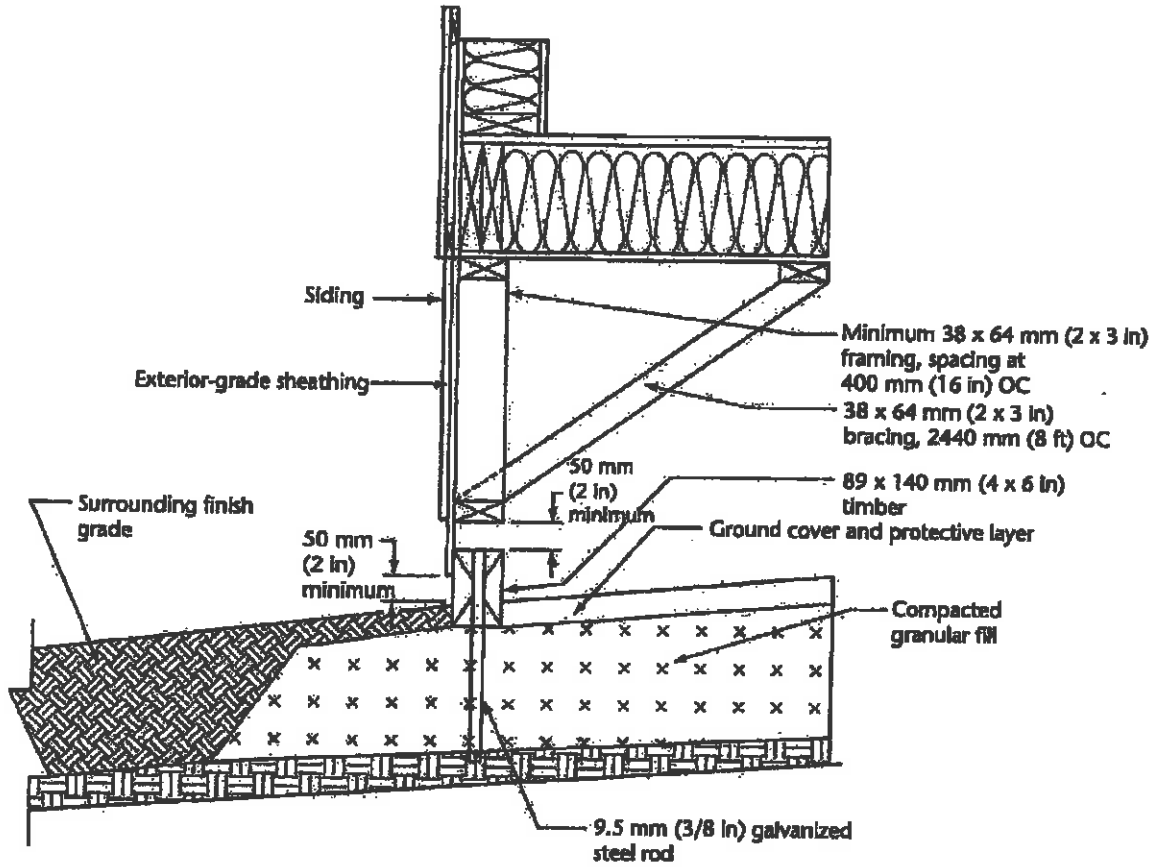
#### E.2 Designs

Skirting designs vary depending on the skirting material, lot contours, and foundation system. Some skirting systems include channels and take-up devices. Typical systems are shown in Figures E.1 to E.3.



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

**Figure E.1**  
**Skirting system (Example 1)**  
 (See Clauses 9.1 and E.2.)

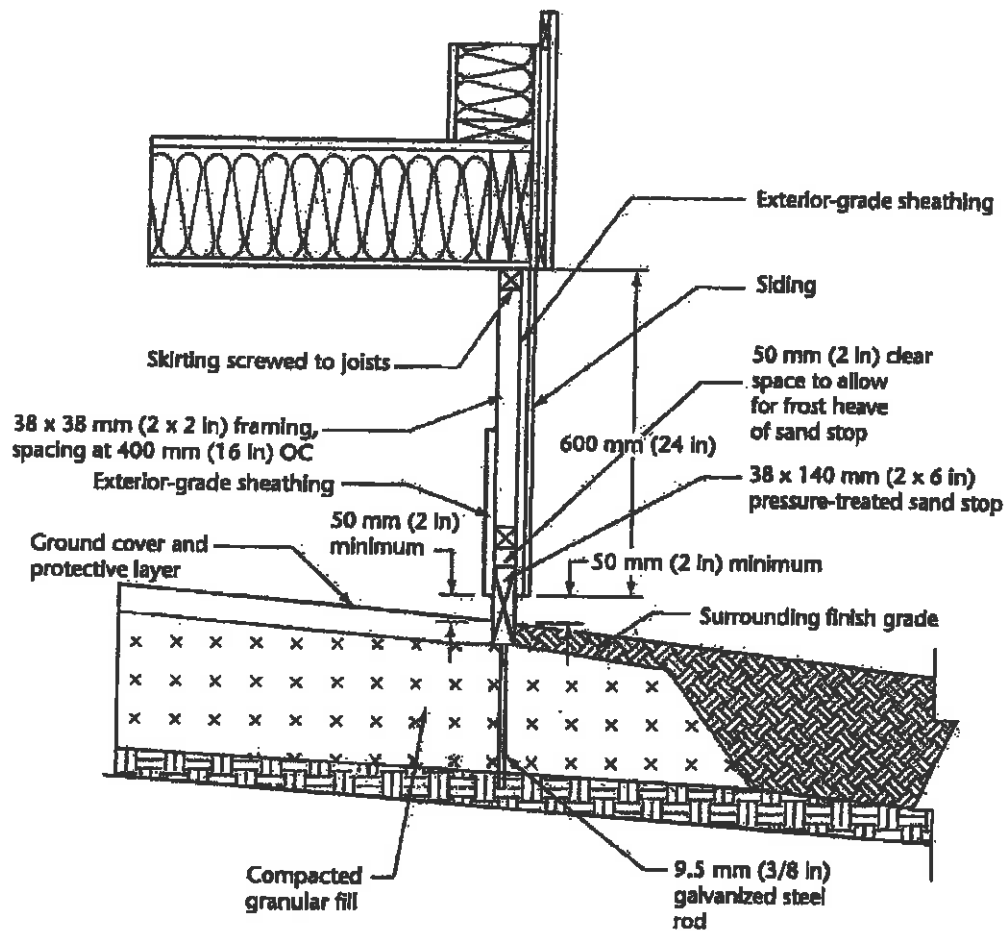


**Notes:**

- (1) Movement should be provided for in soils susceptible to frost heave.
- (2) Wood in contact with the ground should be treated with a pressure preservative.

**Figure E.2**  
**Skirting system (Example 2)**  
(See Clauses 9.1 and E.2.)



**Notes:**

- (1) Movement should be provided for in soils susceptible to frost heave.
- (2) Wood in contact with the ground should be treated with a pressure preservative.

**Figure E.3**  
**Skirting (Example 3)**  
 (See Clauses 9.1 and E.2.)