

Application Checklist: Mobile Homes

Project Address: _____

British Columbia is the only jurisdiction in Canada that protects a person's investment in a manufactured home by having a central register of ownership details and controlling the movement of homes within BC. Under the Manufactured Home Act (previously the Mobile Home Act), no sale, transfer, or purchase of a manufactured home in BC is effective unless the transaction is registered with the Manufactured Home Registry. The registry protects a person's investment in a manufactured home by:

- Maintaining a central register of manufactured home ownership details
- Controlling the movement of manufactured homes in BC.
- Improving the security of lenders in financing purchases of manufactured homes

Note: If any alternations / additions to an existing or new mobile home are being contemplated, review with the “park” manager or owner and BC Registry the process and requirements to maintain a valid registration for the unit to comply with the municipality’s current zoning bylaws.

Zoning and Planning: planning@langford.ca or 250-478-7882

BC Registries: BCRegistries@gov.bc.ca Victoria 250-387-7848

NOTE: All aspects of mobile home placement must meet the CSA standard Z240.10.1-94 Site Preparation, Foundation, and Anchorage of Mobile Homes, Z240 Mobile Homes or A-277 Procedure for Certification of Factory-Built Houses as applicable and conform to the City approved plans and permit conditions. Mobile home additions, decks and accessory structures must conform to local bylaws and the current BC Building Code.

- Minimum lot area for a mobile home shall be 325 sq m or 3500 sq ft
- Maximum lot coverage excluding accessory structures is 35%
- Maximum addition to a mobile home excluding accessory structures is 20%
- Setbacks: min of 1.8 away from an internal road, right-of-way or common parking area, rear, and side yards min 1.5m – see Zoning Bylaw 300
- Required inspections are Forms, Services, Drain Tile, Framing and Final

DRAWINGS REQUIRED (Please check off all items being submitted)

Example plans on website

- 2 sets of plans – 24” x 36” standard size, drawn at ¼” = 1’- 0” unless noted otherwise (graph or lined paper not accepted)
- Site Plan (scale not less than 1/8” = 1’- 0 include including setback and site dimensions)
- Cross Section (include all construction assembly information for additions/decks)
- Foundation Plan (with dimensions and notes)
- Construction Details (where applicable)
- Structural Plans as required for aluminum canopies (attachment to mobile home requires an engineer)

DOCUMENTS REQUIRED

- Completed Application Form
- Owner’s Authorization of Agent Form (if applicable)
- Mobile Home Park Letter (indicating knowledge/acceptance of proposed project)
- Proof of Ownership (if acquired within the last 3 months)
- Letters of Assurance – Schedules A and B from certified professionals (if applicable)
- Serial Number, Registration Number and CSA Number of mobile/modular home