

This guide is being provided to offer assistance when applying for a permit for a mobile home or inquiring about regulations for a principal use and a Temporary Residential Use (TRU) in a mobile home.

The following identifies the minimum criteria needed to be met before a Mobile Home can be designed and constructed on a property in Maple Ridge:

- 1) Where a Mobile Home is proposed on lands within the Agricultural Land Reserve, approval from the Agricultural Land Commission may be required prior to applying for a Building Permit. Contact the City's Planning Department @ 604-467-7341 for information on this process and the criteria.
- 2) Height, siting, and lot coverage of the proposed Mobile Home must comply with the Maple Ridge Zoning Bylaw # 3510-1985 for the applicable lot zoning. Information may be obtained from the Planning department or on the City's web site under "Bylaws".
- 3) Required fees for any necessary works & services upgrades to the property are to be paid to the City's Engineering Department. Contact this department at 604-467-7339 to determine what may be required. These fees are applied where the City may require improvements to or the installation of roads, curbs, sidewalks etc. and the method by which the electrical power is provided to the property (over head or underground).
- 4) If your property is located within a designated floodplain additional engineering will be required to resist flooding, potential uplift and the impact of surface water flows on adjacent properties. For properties located within Lower Hammond flood plain the following guide will provide more specific information [Lower Hammond Area Covenant](#) .
- 5) For lots located in a floodplain, a restrictive covenant<sup>(1)</sup> will need to be registered on title to reflect the restrictions involved with constructing within a floodplain. Should a covenant already be registered on title, this document may need to be revised to reflect current flood construction levels (FCL). To confirm if your property is located within a floodplain please contact the City's Building Department. To determine the FCL an Engineer will need to be contracted to provide this value under a sealed letter.
- 6) Property located within Wildfire hazard areas may require additional measures to limit the potential for fire spread. Contact the City's Planning Department at 604-467-7341 for additional information.
- 7) For lots located adjacent to slopes a geotechnical engineer is to be consulted to ensure the additions location will not affect or be affected by slopes. See sloping site bulletin 2012-02.
- 8) For lots that have streams, ponds, etc located on or adjacent to them, contact the Environmental section of the City's Planning Department for setbacks, habitat protection or repair.
- 9) All properties are required to install a storm water management system to minimize the amount of water that leaves the property. This system is required to be design by an engineer that understands the principals of storm water management as set out in the City of Maple Ridge Water Course Protection bylaw 6410-2006.
- 10) Properties in the ALR are permitted to have double-wide mobile homes not greater than 9 meters in width. All other properties are **restricted to single wide**.
- 11) ALL mobile homes must be equipped with a sprinkler system in compliance with NFPA-13D, be built after January 1, 2009, be CSA-Z240 MH series approved, CSA-Z240.2.1 09 structural requirements, CSA-Z240.10.1-09 site preparation, foundation and anchorage.

**Note:** The Restrictive Covenant(s) is registered against the **property**, not the owner and will remain registered against the property until such time as the present or future owner of the property has the covenant removed.

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- (1) The Restrictive Covenant(s) must be registered with the Land Title Office. Contact a Development Services Technician in the Building Department at 604-467-7311 to obtain a **sample** covenant that may be taken to a lawyer or notary for execution.

## MOBILE HOME GENERAL REQUIREMENTS:

- Completed Residential permit application form available on our website at [www.mapleridge.ca](http://www.mapleridge.ca) or at the Building Department front counter.
- Schedule B for each Professional Engineer required on the project, plus copies of their liability insurance (e.g., Structural, Fire Suppression and where applicable Geo-technical Engineer).
- 2 **complete** sets of plans,
- Completed Mobile Home Certification form (CSA approval), available on our website at [www.mapleridge.ca](http://www.mapleridge.ca) or at the Building Department front counter.
- Drawings must include the construction details for skirting and any proposed additions (i.e. stairs, sundecks, etc.).
- Siting to be in compliance with Zoning Bylaw as a principle dwelling. The applicable zoning check sheet is available on our website at [www.mapleridge.ca](http://www.mapleridge.ca) or at the Building Department front counter.
- must be equipped with a sprinkler system in compliance with NFPA-13D
- must be built after January 1, 2009
- must be CSA - Z240 MH series approved
- CSA - Z240.2.1-09 structural requirements
- CSA - Z240.10.1-09 site preparation, foundation and anchorage of mobile home
- Separate electrical, plumbing, sprinkler and gas permits must be obtained prior to doing the work and only after the building permit has been issued.

## Submit 2 copies of the following drawings, to scale:

1. Site Plan (in metric) – Building must be sited in compliance with section 402(9)(e) of the Maple Ridge Zoning Bylaw for TRU's.
  - The plan must show the dimensions of the building, lot and the distance the new building will be from all property lines, from the house and from any other existing buildings on the property such as sheds, garages, barns, watercourses, etc. If a geotechnical engineer is required, they must seal the site plan
2. Foundation Drawings
  - show type of foundation size and dimensions
  - method of supporting mobile home
  - method of anchoring mobile home
  - type of skirting
3. Drawings to include floor plan, type of skirting, cross section, elevation drawings for access points to the mobile home (eg: free standing stairs and landing which must be supported independent from the mobile home)

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**Where Municipal Services are not available the following is required:**

**Septic**

- Provincial sewerage regulation compliance must be obtained and a sewerage system letter of certification filed at the Health Unit by a Wastewater Management Engineer or a Registered Onsite Wastewater Practitioner. A \$5,000.00 Security will be required at time of permit issuance and refundable upon receipt of Letter of Certification at Final inspection.

**Well:**

- If the property is on or will be served by a well a drillers log along with a quantity and potability report by a qualified professional are required.
- Water quantity certificate is required at time of application and must verify that the well is capable of providing at least 2,250 litres (500 gallons) of potable water per day on a year round basis, has been submitted by a certified Professional Engineer. This certificate cannot be date any older than 6months prior to date of permit application.
- A potability test report and Water Potability certificate as required by the Maple Ridge Building Bylaw will be required as part of the request for a final inspection to ensure course of construction work has not contaminated the well. A \$5000.00 refundable security deposit will be required at time of permit issuance.

**Storm:**

- A storm water management design is to be submitted at time of application. Depending on the system proposed this may required to be sealed by a registered professional along with schedule B.

**MOBILE HOME INSTALLED AS A TRU REQUIREMENTS:**

**In addition to the items noted above;**

- May only be installed on a lot with a minimum lot size of 0.4 hectares.
- a plan sealed by a structural Engineer showing details of anchorage and cribbing locations and including surface treatment (ie: concrete or asphalt pad or gravel). A permanent foundation is not permitted for this use.

**MOBILE HOME PRINCIPAL USE REQUIREMENTS:**

- In addition to the mobile home general requirements, **permanent** foundation requirements are:
  - A plan showing the type of foundation, size and dimensions, dimensions of footings and walls,
  - Plans sealed by Structural Engineer.

The following documents will provide the necessary information to apply for a building permit. These documents are available online at [www.mapleridge.ca/184/Building](http://www.mapleridge.ca/184/Building) or at the Building Department front counter:

- Mobile Home installation check list
- Residential Building Permit Application (<http://www.mapleridge.ca/190/Application-Forms>)
- Zoning Checklist (<http://www.mapleridge.ca/187/Checklists>)
- Owners Acknowledgement of Responsibility – Simple Buildings ([Owners Acknowledgement of Responsibility - Simple Buildings](#))
- Letter of Authorization – General for non-owner applicants ([Letter of Authorization - General](#))
- Certificate of Well Water Quantity and Potability ([Certificate of Water Quantity and Potability](#))
- [Mobile Home Certification form](#)

**NOTE:** You will be required to have a legal survey certificate on site when calling for your foundation “Forms” inspection. This survey must be obtained from a BC Land Surveyor.