



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 the **Building Permit Application** properly filled out
- 1 copy of the **Mechanical Ventilation Design Summary** filled out by the mechanical contractor, if applicable
- 1 copy of the **Energy Efficiency Compliance Forms** filled out by a qualified person, if applicable
- 1 copy of the **Spray Foam Tech Data Sheet** properly filled out, if applicable
- 1 copy of conformation that Mobile Home was constructed at a CSA approved facility
- 1 copy of the **Mobile Home Site Preparation and Anchorage Drawings**
 - See information provided from CSA Z240

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)