



# The Municipality of West Elgin

22413 Hoskins Line, Box 490, Rodney Ontario N0L 2C0

## Mobile Home/Park Model Permit Guide

**The Municipality of West Elgin has put together this guide to help Trailer Park owners and tenants through the Building Permit Process.**

No person shall install a Mobile Home or Park Model Trailer of any kind unless:

1. The Mobile Home meets the Canadian standards as per CSA-A277 or CSA-Z240.
2. The Park Model Trailer meets the Canadian standards as per CAN/CSA-Z241 Series – “Park Model Trailers”
3. A permit is obtained prior to the installation of the Mobile Home or Park Model Trailer

### **Requirements for a complete building permit application:**

1. Site plan to show proposed location of trailer, labelling distance to other structures, property lines, overhead electrical conductors etc.
2. Trailer foundation and anchorage details (Mobile homes will required Engineered anchorage design) (Park Models will have manufacturers foundation specifications)
3. Proof of C.S.A. certification
4. Drawings or construction plans of mobile home or park model (normally supplied by manufacturer)
5. Completed building permit application
6. Letter of authorization signed by authorized agent of Park.



# The Municipality of West Elgin

22413 Hoskins Line, Box 490, Rodney Ontario N0L 2C0

## Authorization of Trailer Park Owner/Manager

I, \_\_\_\_\_ the undersigned, being the owner/manager of the subject lands and having authority to grant permission, hereby, authorize

\_\_\_\_\_,(tenant) to be the applicant in the submission of this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Manager

Trailer Park Name: \_\_\_\_\_



# The Municipality of West Elgin

22413 Hoskins Line, Box 490, Rodney Ontario N0L 2C0

## **Mandatory Inspections Guide for Mobile Homes & Park Models**

After issuance of a building permit, the building inspector is required to review your project at several stages of construction. These stages will be listed on your Permit. When conducting the mandatory inspections, the building inspector must be able to see that part of the work for the inspection. Any building elements covered before the mandatory inspection has been completed must be uncovered for the inspection and passed before completion of the project.

### **Inspection Stages**

#### **Site Preparation**

Organic soil (top soil) beneath column/pier pads is to be removed and replaced with compact granular fill (gravel) that is leveled. For drilled piers and footings, see footing inspection detail below.

#### **Excavation/Footing**

Excavation of site and prior to pouring concrete. Pier foundation holes drilled for inspection of soil type and spacing of piers prior to pouring concrete.

#### **Occupancy/Final**

All anchorage details complete, prior to covering underside of mobile home or Park model with skirting. Inspection of CSA sticker on unit. All exterior grading and exterior finishes complete.

To schedule an inspection please call 519-857-9605 or email at [building@westelgin.net](mailto:building@westelgin.net)