



The Municipality of West Elgin

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

Trailer Park Decks & Additions 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 construct on any site any structure, addition or add on of any kind unless:

- a) A proposed add on room has been specifically manufactured for a park model trailer or recreational vehicle. Stamped Engineered design from the manufacturer is required stating model numbers it's approved for.
- b) In the case of a deck, such deck must be built so it is not attached to the Park Model or trailer.
- c) No permanent canopies of any kind, whether or not they cover a deck are permitted, unless same are specifically manufactured for park model trailers or recreational vehicles. Stamped Engineered designs are required.

Please note: Canopies, walls and roofs, constructed of panels containing foamed plastic insulation shall contain a thermal barrier that meets the requirements of the Ontario Building Code.

Building Code Criteria:

Add on rooms, site built canopies and manufactured canopies of any size, and decks larger than 10 m² (107 ft²) are considered to be structures and require building permits. To obtain a permit the trailer park owner, or his/her delegate (tenant), must provide the following:

- a) A building permit application signed and dated (available on our website).
- b) Payment of fees (to be determined by Municipal Building Official)
- c) A site plan depicting the trailer, accessory structures and the proposed deck and their setback dimensions from the lot lines and nearest trailer.
- d) Construction drawings completed to scale with sufficient detail to enable the Building Official to establish compliance with the Ontario Building Code.
- e) Acknowledgment by the owner that the tenant can apply on their behalf. (Authorization letter)
- f) Add on rooms must be erected on decks which meet the minimum standards as prescribed by the manufacturer or as required by the Building Code. Manufacturer's specifications must be provided on application.

Uncovered decks constructed at grade (an elevation of 24" or less from grade to the top of the deck) are subject to the size and setback criteria noted above but will not require a Building Permit.



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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: _____



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Mandatory Inspections Guide for Decks & Prefab Additions

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 pads or deck blocks is to be removed and replaced with compact granular fill (gravel) that is leveled. (for uncovered decks only)

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.

Framing

Skeleton framing to be complete, installation of beams, posts and joists prior to covering with deck boards and/or trim.

Occupancy/Final

All required items for occupancy complete including guards, handrails and stairs as required. All exterior grading and exterior finishes complete.

Please note: The above list is for decks and prefab additions only. Additional inspections may be listed on your permit depending on the scope of work.

To schedule an inspection please call 519-857-9605 or email at building@westelgin.net



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Drawings Required for Deck Permit

- **Plan View:**

The drawing must indicate beam and joist sizes, spacing, and direction of framing members, post and foundation/footing locations, including corresponding sizes, all applicable dimensions, location of stairs and appropriate widths, and connection of framing elements.

- **Cross Section(s):**

Cross sections must indicate height of the deck from finished grade, attachment details to posts and beams and other relevant structural framing details/information

- **Elevation(s):**

Elevation drawings to show guards/railing, stairs, etc.

- **Site Plan:**

Site Plan showing location to other structures, neighbouring trailers, sheds etc. Location dimensioned from property line, if located along perimeter of park property.