

# GUIDE

## MOBILE HOMES

### GUIDE OVERVIEW

This guide is intended to assist the applicant with their application to erect, move or demolish a mobile home. This is only an example of the information required and is not intended to be reproduced for a building permit application.

Mobile homes are governed by the [Mobile Home Act \[SBC 2003\]](#), Chapter 75. The City of Coquitlam requires the move, demolition or reconstruction of a mobile home to comply with the City's [Building](#) and [Zoning](#) Bylaws.

A building permit is required when:

- Moving a new mobile home into a mobile home park within Coquitlam.
- Moving an existing mobile home from one mobile home park into another one within Coquitlam.
- Moving a mobile home elsewhere on the same lot, or moving it to another location in the same mobile home park within Coquitlam.
- Adding a structure such as a porch, addition or deck to your existing mobile home.

### GENERAL REQUIREMENTS

- Agent Authorization Form (if applicable).
- Demolition Permit application (for mobile homes that are being moved).

### PERMIT APPLICATION REQUIREMENTS

- Current Manufactured Home Registry document (provided by the Ministry of Finance).
- Value of construction.
- Show the location of the mobile home park pad your home will be located.
- Two (2) sets of drawings to scale (minimum 11" x 17"). Drawing set to show:
  - a) site plan and zoning bylaw setbacks;
  - b) elevation drawings;
  - c) location and construction of any additions such as porch, stairs or deck.
- [Oversize/Overweight Permit](#) application made to the City's Engineering & Public Works (to use City's streets for the mobile home move).
- Copy of the Provincial Transit Permit per the [Mobile Home Act \[SBC 2003\]](#), Chapter 75.

## PERMIT APPLICATION REQUIREMENTS CONTINUED

- Evidence of [CSA Z240 Building Code Home Standard](#) compliance. Mobile homes will not be permitted to be moved or altered if they have been modified in a manner that compromises the original CSA Z240 Building Code Home Standard (or equal).
- Letter of approval/permission from the Mobile Home Park Manager.

### Note:

1. A demolition permit is also required for the site from which the mobile home is being moved.
2. Recreational type trailers are not permitted to be used as a residence.

## FEES

Per the City of Coquitlam's Fees and Charges Bylaw, you will have to pay an application fee when you apply. The permit fee is based on the calculated construction and is payable when the permit is ready to be picked up and issued. The fees are broken down as follows:

- 25% of the permit value when the application is made.
- Balance of the permit value when the permit is issued.

## INSPECTIONS

Complete information on inspections can be found on our [Inspections page](#).

- Buildings and/or structures requiring a building permit will also require inspections performed by City Building Officials.
- Plumbing permits for new plumbing systems and services will require inspections by City Plumbing Officials.
- Fire suppression systems (building sprinklers) will require inspections by City Plumbing Officials.

**This information is provided for convenience only and is not in substitution of applicable City Bylaws, Provincial or Federal laws and regulations. Always refer to official documents. The City is not responsible for errors found in copies or alterations of this document.**