

Mobile Home Parks - Pre-Fabricated Dwellings, Park Model Trailers, Accessory Buildings & Additions

Overview: This guide is provided to assist in determining the responsibilities, bylaws and process concerning locating and placement of a mobile (manufactured) home, modular home or park model trailer and any additions and accessory buildings within a mobile home park. Mobile home parks are only permitted in R12 zones within the City. This guide does not cover recreational vehicle parks which are only permitted in R11 zones.

What are the different types of pre-fabricated buildings?

Mobile Home (manufactured home) is a dwelling unit built in an enclosed factory environment in one or more sections, intended to be occupied in a place other than of its manufacture, and includes mobile homes which are either completely self-contained or are incomplete and fastened together and completed on site. A mobile home must be constructed to the current CAN/CSA Z-240 (Mobile Home) standards.

Modular Home is a dwelling unit built in an enclosed factory environment in one or more sections, intended to be occupied in a place other than of its manufacture, and includes modular homes which are either completed self-contained or are incomplete and fastened together and completed on site. Modular home construction must be to the current BC Building Code, with factory built processes certifiable to the current CAN/CSA A-277 (Modular Home) standard.

Park Model Trailer is a recreational unit that conforms to the CAN/CSA Z-241 series of standards for park model trailers at the time of manufacture. To be placed in a mobile home park and comply with City of Nanaimo Zoning Bylaw 4500 it must have a width greater than 2.6m in transit mode and a max. gross floor area of 50m² when in setup mode. A park model trailer is designed for seasonal use and does not meet the minimum BC Building Code requirements for a residential dwelling. Some mobile home parks may not allow park model trailers dependent on the policies of the mobile home park.

What special circumstances affect each type of pre-fabricated building?

Mobile Home (manufactured home) constructed to the current CAN/CSA Z-240 (Mobile Home) standards.

- Requires a building permit to place in a mobile home park.
- Must comply with all Nanaimo bylaw requirements.
- Requires a [Permit to Transport on City Streets](#) from the City Engineering Department to be transported on City of Nanaimo roads. Contact the Ministry of Highways if also moving on major arterial roads.
- The location, site preparation, foundations, anchorage, connection to services and installation of appliances are inspected by City Building Inspections under the building permit. Placement to comply with manufacturer's instructions and CSA Z-240.10 standards.
- Additions, access stairs and accessory buildings must be constructed under a building permit.

Modular Home constructed to the current BC Building Code with factory built processes certifiable to the current CAN/CSA A-277 (Modular Home) standard.

- Requires a building permit to place in a mobile home park.
- Must comply with all Nanaimo bylaw requirements.
- Requires a [Permit to Transport on City Streets](#) from the City Engineering Department to be transported on City of Nanaimo roads. Contact the Ministry of Highways if also moving on major arterial roads.
- The location, foundation, connection to services and installation of appliances must comply with Part 9 of the BC Building Code and are inspected by the City Building Inspection under the building permit.
- Additions, access stairs and accessory buildings must be constructed under a building permit.
- Modular homes are built to comply with Part 9 of the BC Building Code and new homes must comply with the energy step code requirements of the City of Nanaimo Building Bylaw 7224. See our [Energy Step Code – An Introduction](#) guide.

Mobile Home Parks - Pre-Fabricated Structures

What special circumstances affect each type of pre-fabricated building? (Continued)

Park Model Trailer is a recreational unit that conforms to the CAN/CSA Z-241 series of standards, built for seasonal use, similar to a recreational vehicle (RV).

- Park model trailers are not and cannot be certified under CAN/CSA Z240 MH or CAN/CSA Z277, which are the only certifications for pre-manufactured homes identified in the 2018 BC Building Code.
- No building permit is required for placement of the trailer.
- Location and placement must comply with all Nanaimo bylaw requirements.
- Requires a [Permit to Transport on City Streets](#) from the City's Engineering Department to be transported on City of Nanaimo roads. Contact the Ministry of Highways if also moving on major arterial roads.
- To be placed in a mobile home park and comply with Nanaimo Zoning Bylaw 4500 it must have a width greater than 2.6m (8'6") in transit mode and a maximum gross floor area of 50m² (538ft²) when in setup mode.
- Connection to services and anchorage to the ground is the responsibility of the mobile home park owner and must comply with the manufacturer's recommendations and all applicable Nanaimo bylaws.
- Although no building permit is required for placement of park model trailers; a building permit is required for accessory buildings over 10m² (107ft²), additions adjacent the park model and stairs and decks if more than .6m (2ft) above the ground.
- Room additions adjacent to park model trailers must be self-supporting, constructed under a building permit and comply with the current BC Building Code. The maximum size of an adjacent addition will be affected by the size of the park model trailer. The maximum gross floor area of a park model trailer and room additions adjacent to it cannot exceed 50m² (538ft²) when in setup mode.

What are the bylaw regulations affecting buildings in mobile home parks?

The Zoning Bylaw 4500 and Mobile Home Parks Bylaw 2704 apply to all buildings and lots within a mobile home park regardless if a building permit is required or not.

- A modular, mobile home or a park model trailer must be placed on a mobile home lot within the mobile home park.
- The minimum area for a mobile home lot is 325m² (3498.3ft²).
- The maximum permitted lot coverage* is 35% where the lot size is less than 387m² and 40% where the lot size is 387m² (4165.63ft²) or greater.
**Note: Lot coverage includes all buildings or structures on the lot, but excludes, balconies and sun decks under 1m (3 ft) above grade; canopies and sun shades; bay windows, awnings, eaves, gutters and steps.*
- Lots shall be clearly and permanently marked with a lot number or address.
- Each corner of the lot shall be marked on the ground by permanent flush stakes.
- Mobile/modular homes, park model trailers and their decks, accessory buildings and additions (if permitted) must meet the required setbacks.
- Minimum setbacks are front 4.5m (14' 9"), rear 3m (9' 10"), side 1.5m (5'). Additional setbacks may be required if the mobile home lot abuts a major road or has a side yard flanking a street.
- A minimum distance of 3m is required between dwelling units in a mobile home park.
- Accessory building of any size shall not be closer than 1.2m to a residential use building.
- Parking spaces for 2 vehicles must be provided on the lot. For mobile home parks created after 2018 see the Off-Street Parking Bylaw 7266 for parking requirements.

Mobile Home Parks - Pre-Fabricated Structures

When is a building permit required?

- For the placement of a mobile (manufactured home) or modular home on a lot within a park
- For moving any mobile or modular home to a new lot within a park
- For additions to a mobile, modular home or park model trailer
- For accessory buildings over 10m² (107 ft²)
- For any deck more than .6m (2 ft) above the ground
- For relocation, removal or demolition of a mobile or modular home
- For removal or relocation of additions
- Not required for a park model trailer placement.

Who is responsible for obtaining building permits?

- The park owner is responsible for obtaining a permit and calling for inspections for mobile/modular placement.
- The mobile/modular or park model owner is responsible for obtaining a permit and calling for inspections for additions, decks and accessory buildings.
- [Building Permit Application – online application.](#)
- [Appointment of Agent](#) is required from the owner of the mobile home park, or representative where the owner is a company, for all building permit applications.

Plan submission for building permit:

An electronic (PDF) copy of plans is required as part of the online BP application.

Plans must:

- be “designer-quality”, drawn to generally accepted drafting protocol
- be drawn to appropriate scale of 1/4” to 1’ or 1:50 (except site survey)
- be on minimum 11”x17” paper, (except site plan)
- **not** be on graph paper
- electronic plans should be in PDF format and must be a clean copy with no watermarks or other interfering markups
- for documents larger than 25 MB each, building inspections will contact the applicant to make arrangements for document delivery on a secure cloud solution to be set up for each permit, as required

Required information for a building permit:

Site Plan:

- Drawn to scale 1/16” = 1’ or 1:250
- Showing the dimensions and area of the lot with setbacks to lot lines
- Parking location for two vehicles
- Dimensions and locations of all existing and proposed accessory buildings, decks and additions

Floor Plan:

- Drawn to scale 1/4” = 1’ or 1:50
- Foundation plan with dimensions
- Floor plan with dimensions
- Sealed structural engineer’s specifications for aluminum carports/canopies and their attachment to the dwellings. Schedule B required when an engineer is required for design & field review.

Mobile Home Parks - Pre-Fabricated Structures

Required information for a building permit (continued):

Elevation Plan:

- All elevations, including window sizes

Cross Section:

- Footings
- Construction details for additions, decks and accessory buildings

Additional Information Required:

- Serial number, registration number and CSA number of the mobile or modular home
- Appointment of agent letter from the owner of the mobile home park. Required when the mobile home or park model owner will be applying for a permit and calling for inspections for additions, decks and accessory buildings.
- Where a permit is applied for to construct an addition adjacent to a park model trailer the size of the park model trailer in set up mode must be identified on the plans.
- [Energy Efficiency Compliance Checklist for Part 9 Buildings](#) and accompanying documents completed by a certified Energy Advisor. Required for new **modular** homes with CSA Z277 certification.
- To protect from spread of fire between buildings, there are limits on the area of openings facing the lot line (spatial separation). Spatial separation must be determined before identifying the position of the home on the lot. Placing a home prior to receiving a building permit may result in the need to relocate your mobile home or remove existing windows.

Inspections after the building permit is issued:

- The applicant is responsible to call Building Inspections at 250-755-4420 or book online at [Book an Inspection](#) for the appropriate inspections by 4 pm for a next day inspection.
- City approved plans must be onsite for the inspector to review during inspections.
- Required inspections to locate a **mobile (manufactured) home** or **modular home** are typically foundation, services, perimeter drain and final. Inspections required for placement, additions and accessory building will be identified on the approved plan. For more information see our [Inspection Policy](#).
- All aspects of pre-fabricated dwelling placement must meet CSA standard Z240.10. Site Preparation, Foundation, and Anchorage of Mobile Homes, Z240 Mobile Homes, A-277 Procedure for Certification of Factory-Built Houses or/and the BC Building Code as applicable and conform to the City approved plans and permit conditions.
- Mobile, modular home and park model trailer additions, decks and accessory buildings must conform to the City of Nanaimo approved plans, permit conditions and the BC Building Code.

Placement guide for mobile (manufactured) homes:

The following information is provided to assist in the permanent placement of a mobile home.

- Remove topsoil from the site below the proposed manufactured home location. All concrete footings are to be placed on undisturbed soil, or with the approval of the building inspector, on machine compacted granular fill. The fill must be sloped from the centre to the outside to prevent water accumulation under the manufactured home.
- When granular fill is used beneath footings, the building inspector may require certification of compaction by a professional engineer.
- Permanent foundations are required to support all manufactured homes. Foundations shall be constructed in accordance with manufacturer's instructions, CSA Z240.10 standards, and the BC Building Code. Other foundation designs may require the services of a professional engineer.

Mobile Home Parks - Pre-Fabricated Structures

Placement guide for mobile (manufactured) homes (continued):

- A suitable ground cover shall be placed over the entire area below the manufactured home. The provisions of the BC Building Code apply to the crawlspaces beneath manufactured homes.
- All concrete is to have a minimum compressive strength of 15 MPa after 28 days.
- The top of all concrete and block columns must be level.
- Where a manufactured home is comprised of more than one section, the sections shall be joined so that the integrity of the air and vapour barriers, external cladding and structure is maintained at the interface.
- Manufactured homes must be tied down in a manner sufficient to maintain the structural integrity of the box between main frame and foundation.
- Skirting shall be installed promptly and must be corrosion resistant or pressure treated when in contact with the ground. Skirting to be designed to accommodate 2" minimum of vertical movement. One access panel not less than 500 x 700mm (20" x 28") is required. The panel shall be located close to sewer and water connections.
- The crawl space shall be ventilated (1 square foot for each 500 square feet of floor area, evenly distributed). Exhausts or clothes dryers shall not be vented into the crawl space.
- Landings, stairs and guardrails must be provided at ALL exterior doors in accordance with BC Building Code requirements.
- Perimeter and roof water drainage (if provided) to be directed to the storm drainage system, if available, or to a location away from the home, not affecting neighbouring units.
- All plumbing work to be completed in accordance with the BC Plumbing Code.

Placement of modular homes:

Modular homes constructed under a factory built processes, certifiable to the current CAN/CSA A277 (Modular Home) standard, must comply with the current BC Building and Plumbing Code for placement.

Pre-manufactured dwelling placement outside of Zone 12:

Where the Zoning Bylaw 4500 permits, pre-manufactured dwellings complying with CSA Z-240 Mobile Home and/or CSA A-277 Modular Homes can be considered through the building permit process for placement in residential lots other than R-12 if the dwelling

- 1) exceeds a gross floor area of 87m²;
- 2) equals or exceeds a width of 7.3m;
- 3) is installed on site upon a concrete perimeter foundation system; and
- 4) has a sloping roof.

A single residential dwelling as defined in the Zoning Bylaw 4500 does not include a recreational vehicle (ie: park model trailer CSA Z-241) or tent.

A park model trailer certified under CSA Z241 cannot be used as a secondary suite accessory building in any zone within the city.

If you are unable to prepare the drawings yourself, a list of local designer / draft persons is available at the City of Nanaimo Development Service Counter or on our website at www.nanaimo.ca.

If you have any questions or require clarification, please contact a building official at our office at 250-755-4429. This guideline should not be used as a substitute for existing building codes and other regulations. The landowner and building owner (as described in this guide) are responsible for compliance with all codes, bylaws, and other regulations whether or not described in this guideline.