



BuildTECH

Consulting & Inspections Inc.

Building & Fire Code Consulting &
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Permit Application Checklist – READY-TO-MOVE HOMES (RTM)

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.

APPLYING FOR A BUILDING PERMIT DOES NOT EQUATE TO PERMISSION TO START CONSTRUCTION – BUILDING PERMITS WILL BE ISSUED BY THE MUNICIPALITY ONCE ALL ZONING AND BUILDING APPROVALS ARE COMPLETE.

Please read BT Bulletin, “Manufactured Home Definitions” for additional information and clarification on how the National Building Code applies to this project.

Required Information:

2 complete sets of RTM home plans are required to be submitted along with the **Building Permit Application** for review and record.

The plans shall include:

- **Site Plan** with the following information:
 - Show size and location of proposed house
 - 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
- **House Floor Plans** with the following information:
 - Exterior and Interior wall locations / room sizes and overall dimensions
 - Stair locations and dimensions (cross sections)
 - Window sizes, locations, and type
 - Door sizes, locations and swing direction
 - HVAC unit/system location
- **House Structural Drawings** with the following information:
 - Foundation Detail (type, size, layout and location)
 - Wall Detail (interior and exterior)
 - Roof Detail (eng truss design and layout, roof rafters)
 - Floor Detail (eng joists design and layout, dimensional lumber)
 - Any “Tall Wall” design details; note substantial “Tall Walls” will require professional design and engineered sealed drawings
- **Mechanical Ventilation Design Worksheet** filled out by the mechanical contractor
- **RTM Approval Documentation:**
 - Documentation to demonstrate that the RTM Home was constructed at a CSA approved facility, or
 - Inspection reports demonstrating the RTM Home was inspected at the framing stage, and insulation / poly stage by a Class 1 (or higher) Building Official.

When is an Engineer Required?

- Professionally designed sealed engineer drawings are required for the following conditions:
 - Grade beam and pile foundation supporting living space
 - Shallow garage footing foundation supporting living space
 - Walk-out foundations
 - When set out by recommendations of a geo-technical investigation
 - Substantial “Tall Wall” systems (i.e. studs full height of 2-storeys)

Required On-Site Inspections: (inspection requirements may change depending on the project type and size)

- Pre-backfill / Foundation; an inspection prior to backfill is generally the first inspection, however, certain situations may require inspection of rebar prior to concrete or footing arrangement.
- Final; house is ready for occupancy with all health and life-safety systems operating.

Inspection Call-In Program:

- It is the owner's responsibility to contact BuildTECH to arrange for all mandatory inspections.
- Work shall not proceed to a point that would cover up any required inspection stages.
- Failure to notify BuildTECH with appropriate time frames could lead to measures to uncover work at the owner's expense.
- Contact BuildTECH at 306-370-2824, or call4inspection@gmail.com, to arrange for inspections; please provide at minimum 72 hours notice.



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BuildTECH Bulletin – Manufactured Home Definitions

“Mobile Home” is a portable structure built on a metal chassis that:

- Is defined in the Canadian Standards Association (CSA) Z240 MH standards as a “mobile home”, a “multiple section mobile home”, or a “swing out and expandable room section mobile home”, and
- Bears a CSA seal attesting that the structure complies with the Z240 standards.
- Mobile home are also constructed with a deformation resistant frame which allows them to be placed on surface riding foundation such as wood cribbing.
- Some municipalities will not accept mobile unit builders than the mid 1990’s because of lower grade construction and safety standard (i.e. flammable interior wall boarding).

“Modular Home” is a factory built house that is designed and intended for use as a domestic residence and:

- Is constructed in climate controlled factories usually an assembly line by assembling manufactured three-dimensional modular units, each with four walls and a roof/ceiling, that are each at least one room or living area, and
- Bears a CSA seal attesting that the house complies with the A-277 standards
- Modular homes are designed to be placed on basements or crawlspaces that follow the prescriptive requirements of Part 9 of the National Building Code. Some Modular homes are designed with a deformation resistant frame which allows the house to rest on the same surface foundation a mobile home permits.

“Ready-to-Move”/RTM or **“stick-built home”** is a house that is fully assembled by the builder off site in a yard or facility that:

- Is a single structure designed for to be placed on basements or crawlspaces that follow the prescriptive requirements of Part 9 of the Nation Building Code, and
- Is entirely constructed away from the site on which it will be affixed to the permanent foundation.
- Some RTM builders are certified to produce CSA-277 compliant products but many utilize area building officials to inspect.
- RTM homes that are not constructed in a certified and audited CSA-277 facility are required to be inspected by a Saskatchewan Class 1 (or higher) Building Official at the framing stage, and prior to drywall stage with documented inspection reports available to the municipality prior to issuing a building permit.
- RTM homes not constructed in a CSA-277 facility, and that have not been inspected at required stages will not be permitted.



Residential Ventilation System Design & Install Certification

Project Address:		Municipality:	
Owner:			
Ventilation Contractor:		HRAI #: (If Applicable)	

A Building Permit has been issued for the installation of a residential ventilation system for this project under the requirements of the *Uniform Building Accessibility Standards Act and Regulations*, which includes the National Building Code of Canada, 2010.

Part 1 - Ventilation System Design (Submit Prior to Installation)

Required to be submitted prior to *Framing Inspection*

The ventilation system will be designed and constructed in accordance with:

<input type="checkbox"/>	Section 9.32, National Building Code of Canada, 2010.	<input type="checkbox"/>	CAN / CSA – F326 (HRAI certification number must be provided above)
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The ventilation system will be installed:

<input type="checkbox"/>	In conjunction with a Forced Air Heating System.
<input type="checkbox"/>	Not in conjunction with a Forced Air Heating System; fresh air supply to bedrooms and other spaces as per 9.32.3.5.

The ventilation system will be comprised of (check **ALL** that apply):

<input type="checkbox"/>	A combination of a Heat Recovery Ventilator and Supplemental Exhaust Fan(s) as described in Articles 9.32.3.3. to 9.32.3.7. and 9.32.3.12. (2010 NBCC), or in conformance with the requirements of CAN/CSA-F326-M.
<input type="checkbox"/>	A separate Principal Ventilation Fan and Supplemental Exhaust Fan(s) as described in Articles 9.32.3.3. to 9.32.3.7. (2010 NBCC), or in conformance with the requirements of CAN/CSA-F326-M.
<input type="checkbox"/>	Heating appliances (furnaces, water heaters, fireplaces, etc) are direct vent or mechanically vented.
<input type="checkbox"/>	Heating appliances (furnaces, water heaters, fireplaces, etc) are not direct vent or mechanically vented, and Protection Against Depressurization will be achieved:
<input type="checkbox"/>	In accordance with Article 9.32.3.8 (NBCC 2010)
<input type="checkbox"/>	Through the test method described in CAN/CGSB-51.71, "The Spillage Test: Method to Determine the Potential for Pressure-Induced Spillage from Vented, Fuel-Fired, Space Heating Appliances, Water Heaters, and Fireplaces.

Part 2 – Install Certification (Submit After Installation)

Required to be submitted prior to *Final Inspection*

The installer's signature is declaration that the ventilation system installation meets the submitted system design, and all applicable requirements of The National Building Code of Canada, 2010. The contractor is responsible for balancing the system to the design air flows, as well as balancing the Heat Recovery Ventilator (if applicable).

Signature _____	Date _____
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Print Name _____	Company _____
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