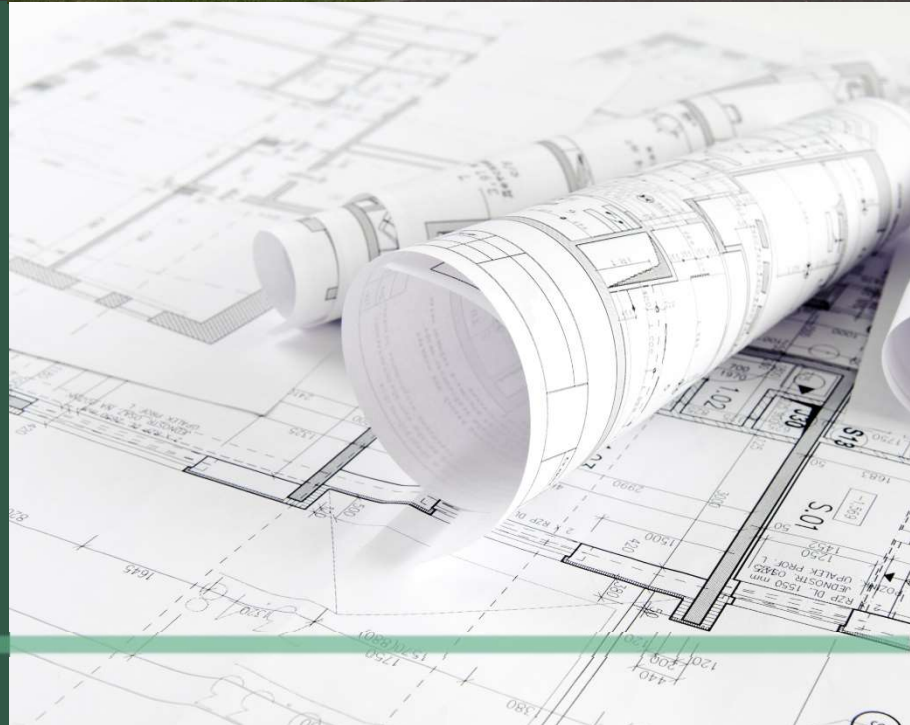


FACTORY BUILT MODULAR HOMES & TRAILERS



Building Permit Package

A step by step guide for
making a building permit
application



Norfolk County Building Department
Community Development Division
norfolkcounty.ca



Factory Built Homes and Trailers Permit Package

Do I need a building permit?

YES, a building permit is required prior to bringing either a mobile home, trailer or park model home on to your property. Several building inspections are required as part of the installation of these types of buildings.



Factory Built Homes need to meet Canadian Standards

CSA-A277 “Procedure for Factory Certification of Buildings”

CSA-Z240 MH-09 “Manufactured Homes”

Permitted to be used as a residential dwelling year round

CSA-Z241 Series 3 “Park Model Trailers”

Permitted as a seasonal residential dwelling



Not all factory built homes are built to Canadian standard for insulation, heating, and electrical services. It is the owner’s responsibility to ensure the building they are buying meets the applicable standard. Alternatively, an engineer’s report must provide documentation to the building department that the home qualifies with the CSA standard.

Building permits will not be issued for buildings not meeting these standards.

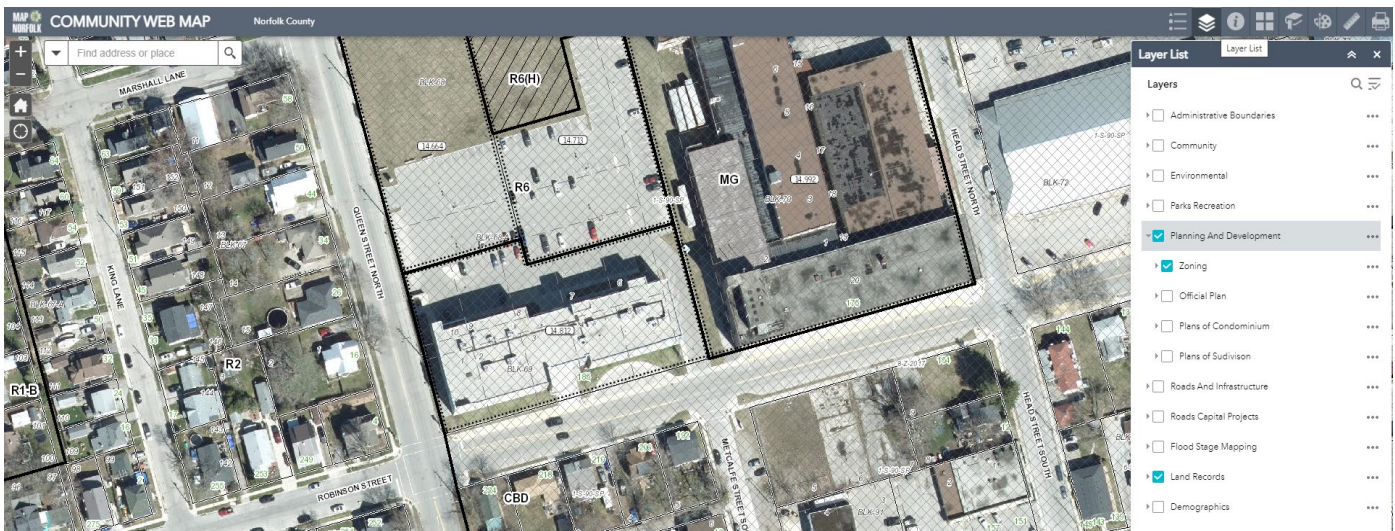
STEP 1: Applicable Law.

Approvals from other agencies are required in many instances before a building permit can be processed and issued. These approvals are **NOT** administered by the Building Department. The fastest way to obtain a building permit is to ensure that all other required approvals are completed prior to permit application.

An Applicable Law Checklist is required as part of a complete application. Agency contacts are attached with this form. Our community mapping has many of these layers mapped to help you determine if additional approvals are required for your application.

Zoning Requirements.

Finding the zoning associated with your property, is easy with our [GIS Community Web Map](#), position over your property and turn on the zoning layer by clicking layer list, planning, zoning. [Norfolk County Zoning Bylaw](#) is available online.



To confirm your project conforms to the Zoning By-law you will need to provide a plot plan indicating:

- Property lines and lot dimension,
- Location of building and all other structures on the lot,
- Location of all steps and landing,
- Distance from dwelling to property lines,
- Parking spots with dimensions,
- Location of septic system.
-

If your proposed building / structure does not comply with the zoning requirements, a planning application will be required. Zoning and Planning approval is required as part of a complete permit application

Planning Department: planning@norfolkcounty.ca or 519-426-5870 ext. 1438.

Zoning: zoning@norfolkcounty.ca or 519-426-5870 ext. 1000.

Planning Approval – Garden Suites.

In accordance with the Planning Act, the Norfolk County Official Plan for a maximum of 20 years on lands zoned agricultural permits Garden Suites. You will need to obtain a zoning-by-law amendment through the Planning Department prior to applying for a building permit.

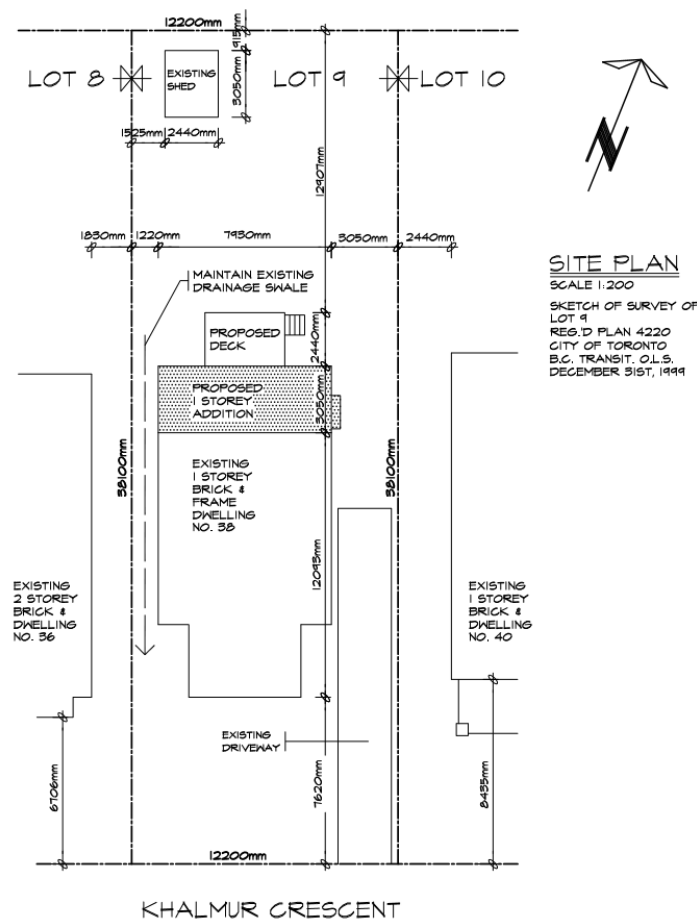
Lot Grading.

Proposed grading plans and lot grading form shall be submitted with all building permit applications, under [Norfolk County Grading and Drainage By-law.](#)

Proposed grading plans needs to identify:

- all surface features;
- existing and proposed structures;
- changes in grade and slopes in percent between such changes; and
- include sufficient information regarding adjacent properties to confirm conformance with this By-Law with respect to drainage onto those properties.

An exemption may be considered for a lot in a rural area (complete form, fee applies)



STEP 2: Preparing your Application.

A building permit application consists of many document. The forms attached are to be completed, signed, and dated.

Drawings and Documents.

Drawings are to be legible and to scale. Use a ruler or computer aided drafting (CAD) software to complete your drawings. Provide enough information and detail to ensure compliance with the Ontario Building Code.

Typically this building type is inspected at the factory and is deemed to meet the Ontario Building Code. You will still need to provided drawings for the building foundations, anchorage, and exits; exterior stairs, guards, landings.

The [Ontario Building Code](#) is available online under the Regulations under this act tab.

Building Department staff are not permitted by law to provide design advice. It is the responsibility of the property owner or authorized agent to complete a design that meets the requirements of the Ontario Building Code (OBC) and the Building Code Act (BCA).

If you are unable to complete the application and provide the required documents, should retain a qualified designer to assist you in completing the application.

Building Permit – Application Checklist.

Completed Forms.

- Building Permit Application Form.
- Schedule 1: Designer Information.
- Applicant Authorization Form, if application is not completed by the property owner,
- Applicable Law Checklist and supporting documents.
- Lot grading form or exemption request.

Required Documents.

- Plot Plan:
 - Plot Plan Property lines and lot dimension,
 - Location of farm building and all other structures on the lot,
 - Distance from farm building to property lines
 - Parking spots with dimensions
- Lot grading plan.
- Verification building meets CSA standard.
- Drawings of the building:
 - Footing and foundations, anchorage
 - Floor plans,
 - Exits; exterior stairs, guards, landings.

- Elevations.
- Cross sections of exterior wall from footing to roof.

Fees

- Building Permit fee.
- Plumbing fee.
- Occupancy Permit fee.
- Civic address (where applicable).
- Septic Permit (where applicable, see Septic).
- Water/sewer connection permits (where applicable).
- Development Charges (where applicable).

STEP 3: Applying

Online Portal: Visit [Norfolk Permits Portal](#) and make your application online.



Building Department

[Apply for a Building Permit
Status and Fees](#)

In Person: Visit our service counter located at 12 Gilbertson Drive Simcoe Ontario.

Our Permit Coordinators will review your application and provide in writing any item which may be missing from the application and a cost break down for the permit fees and payment options.



Step 4: Plans Review.

A Building Inspector will contact you in writing if there are building code concerns or missing information from your application.

A building permit is issued once all documentation has been received, fees are paid in full, and your plans are check for compliance with zoning by-law and the building code.

Step 5: Inspections.

Once you have obtained a building permit, a building inspector needs to attend your site at several milestones in the construction process. For more information, please check the inspection section of Norfolk County's Building Department website. Once all inspections are complete and passed your permit is closed.

Need Help? If you have any question on the building permit process or plans required, please contact permits@norfolkcounty.ca or 519-426-5870 ext. 6016.

Updated October 2022