
This checklist is intended to provide you with the minimum requirements for a Move-on Manufactured or Mobile Home application pursuant to Sections 8 and 9 of "Building Bylaw". One application and permit per building or structure. For more detailed information, please visit the website www.northcowichan.ca.

- Move-on Manufactured or Mobile Home Application Checklist
- Building Permit Application Form
- Planning Compliance Form
- Engineering Compliance Form - if applicable
- Agent Authorization Form - Required if property owner is not applying for permit
- Title Search - Copy of title printed within 30 days of application date - include all related rights-of-way, easements and covenants. Obtained from the Land Title Office or a lawyer, notary or real estate office.
- Covenants, Easements and Rights-of-Way - Obtained from the Land Title Office or a lawyer, notary or real estate office. Document numbers are listed on Title Search.
- Completed Application for Highway Access Form - For approval of driveway access and services review.
- Site Plan of Subject Property to Scale - Include the proposed and required setbacks of the proposed building, proposed driveway including the driveway width, distance to closest lot corner and elevation of the driveway at the street and elevation at the garage floor. Include location of sanitary sewer, storm hook-up and location of water box.
- Required Drawings - One set of architectural plans on 11 x 17 paper or larger, minimum scale 3/16" = 1' for floor plan and 1/8" = 1' for elevations. Include seismic design.
 - Foundation Plan
 - Floor Plan
 - Elevations
 - Cross Section
- CSA Identification Number
- Identify A277 or Z240 - required for mobile homes
- Notice of Filing for Sewerage - If property does not have access to Municipal sewer system.
- Site Disclosure Statement - Required by Ministry of Environment.

Building Permit Fees

Building Permit fees are due once the Building Permit is approved. Permit fees are payable by cash, interact, cheque or money order made payable to the Corporation of the District of North Cowichan. Building permit fees are calculated on the value of construction as prescribed in "Fees and Charges Bylaw".

