

# CHECKLIST B: Building Permit

## MFH Z240 | A277 Modular | Accessory Buildings



**TOWN OF CRESTON**  
**BUILDING DEPARTMENT**

### MODULAR/MANUFACTURED HOMES

Bulletin # 01 - 02  
Created: August 6, 2022

- Two (2) sets of plans and one digital copy emailed to [building@creston.ca](mailto:building@creston.ca)  
Owner's Authorization (Signed by all owners on title).  
Manufacturer Specification sheet (Technical Data Sheet).
- Proof of compliance with CSA A277 or CSA Z240  
Ministry of Finance Manufactured or Mobile Home Transfer Form (Z240 ONLY)
- Letter of approval OR signed and dated site plan from the MFH park owner
- Site plan with property lines, other buildings, utility, sanitary sewer and water connections. (See attached sample Site Plan)(A277 ONLY)

Yes, I have read the charges and liens registered to title and provided any of the applicable documents along with this application.

No, I have not read the charges and liens nor provided any documents registered to title and I acknowledge that may delay the processing of the Building Permit.

*This information is provided for your convenience only and it should be clearly understood that you must satisfy all applicable Zoning Regulations and ensure that the premises conforms to the B.C. Building Code and all Bylaws/Regulations of the Town of Creston.*

### ACCESSORY BUILDINGS

Two (2) sets of plans and one digital emailed to [building@creston.ca](mailto:building@creston.ca)  
Two (2) sets of P. Eng docs including Letters of Assurance (If applicable)  
Owner's Authorization Signed by all owners on title (If applicable)

- Yes, I have read the charges and liens registered to title and provided any of the applicable documents along with this application.

No, I have not read the charges and liens nor provided any documents registered to title and I acknowledge that may delay the processing of the Building Permit.

**Building Department**  
238 10th Avenue North PO  
Box 1339, Creston, BC VoB  
1Go TEL 250.428.2214  
Ext.431 FAX 250.428.9164  
[building@creston.ca](mailto:building@creston.ca)

# Sample Site Plan

## Building Permit Applications



**TOWN OF CRESTON**  
BUILDING DEPARTMENT

Ensure your site plan shows the following information - All measurements to be metric:

- Scale bar 1:200
- Legal description
- Street name
- Plan to be referenced to current survey plan prepared by BCLS
- Elevations as per Zoning Bylaw height requirements
- Show the grades of streets, lanes, sanitary sewer, storm drains (if any), abutting the site and on the site, and the grades must related to an established datum point
- North Arrow
- Property Lines with dimensions
- Distance from all existing and proposed structures (including cantilevers) to property lines
- Proposed construction (shaded or crosshatched)
- Overall building dimensions
- Lot coverage %
- New and existing building areas of all buildings
- Rights-of-way, setbacks, easements, and covenant areas identified by Land Title charge number (if any)
- Utility servicing (sewer, water, drainage, natural gas, electrical)
- Driveways and parking facilities
- Steep slopes
- Adjacent streets, lanes and lots (if a different zone)

