

CONTACTS

 Town of Bassano
 Amanda Davis
Development Officer
 403-641-3788
 cao@bassano.ca

 Superior Safety Codes
 1-888-717-2344
 www.superiorsafetycodes.ab.ca

CONTRACTORS & CONSTRUCTION

Bassano Building Centre Ltd.
403-641-4000

Chance Built Ltd.
403-376-0765

Hillside Excavating Inc.
403-641-2198

Rob Woodstock
403-835-2924

RyBar Contracting
403-501-9265

ELECTRICAL, GAS, PLUMBING & HEAT

Bassano Plumbing and
Heating
403-641-3602

Matrix Electric
403-641-4645

Ric's Electric
403-641-3563

SSM Heating and Air
Conditioning Ltd.
403-641-3179

FINANCE

ATB Financial
403-641-3041

Connect First Credit
Union
403-641-0002

RETAIL SALES

Creaky Floor Hardware
Store
403-641-3783



Residential Manufactured Home

Permit Guide



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Disclaimer

The information presented in this package is subject to change. The information provides a general overview and may not address every development matter. It is intended to be used as a guideline. There are other aspects of the Land Use Bylaw #921/21 that may impact your development.

Variance and Discretionary Use Applications ONLY

Some discretionary use applications are referred to the Municipal Planning Commission (MPC) for consideration. The MPC may approve a development permit with or without conditions, or it may refuse to approve the development permit, stating reasons.

Receive Notice of Decision

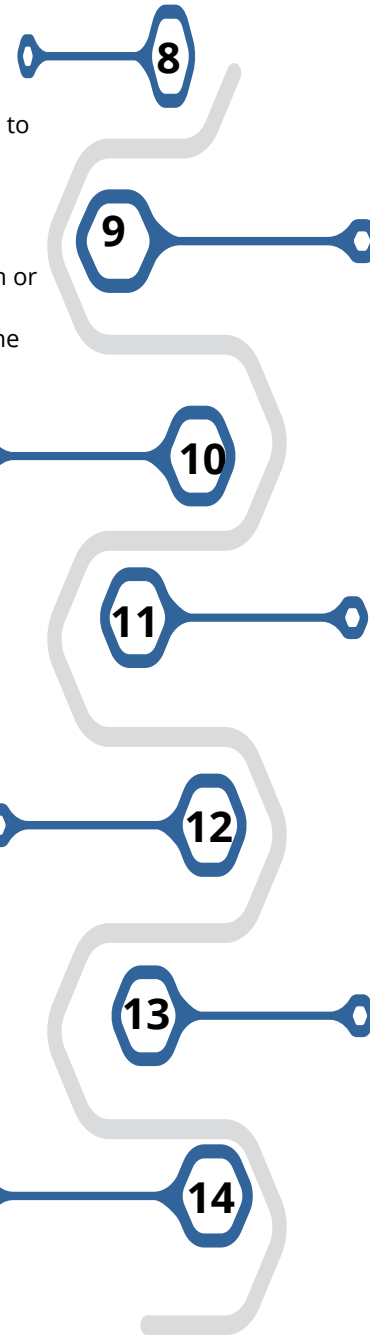
A Notice of Decision indicates that the permit has been approved and will include an outline of any permit conditions.

14 Day Appeal Period Begins

Residents of the Town may appeal the Notice of Decision within 14 days of it being publicly posted

Permit Expiry Date

Your Permit will expire 12 months after the approval date.



Application Processed

The application will be processed by the Development Officer for approval.

Discipline Permits

Prepare discipline permits and submit to Superior Safety Codes.

Notice of Commencement

21 days after the Notice of Decision is publicly posted the applicant will receive a Notice of Commencement indicating the development may commence.

TIMELINE

START
Get your ideas on paper!



Prepare

Prepare for your meeting with the Development Officer by gathering questions, concerns, and details about your development.



Plan
Set a meeting with the Development Officer.



Gather

Gather documents requested in the meeting by the Development Officer.



Collaborate
Meet with the Development Officer and discuss your development plans.



Receive Notice of Completeness (NOC)

The Development Office shall send the NOC within 20 days of receiving the application. If you receive a Notice of Deficiencies your application was not complete and cannot be processed.



Complete & Submit
Complete and submit a permit application along with fees owing.



DEFINITIONS

Land Use Bylaw (LUB) #921/21

A Town bylaw that regulates the use, conservation and development of land, habitat, buildings, and signs in pursuit of the objectives of Town’s statutory plans.

Manufactured Home

A dwelling unit built at an off-site manufacturing facility in conformance with CSA standards and Alberta Building Code. The unit is constructed with an integrated frame for placement on a surface mount foundation and designed in one or two sections for transport, whether on its own wheels or a transport trailer. The unit arrives at the site where it is to be deemed complete and ready for occupancy, except for incidental operations such as placement on an acceptable foundation and removal of any hitch and/or wheels. Modular Homes, Moved-in Dwellings and Single Detached Dwellings are separate uses in this bylaw.

Manufactured Home Community

- Means a comprehensively planned residential development intended for the placement of manufactured homes on sites or pads. Such a community ay also include amenity areas or facilities for the use of the community’s residents.
-

Max Site Coverage

The maximum area of the lot that is permitted to be covered by structures and hard surfaces per the applicable zoning district.

Notice of Commencement

Receiving a notice of commencement means you may now start your development.

Notice of Completeness (NOC)

Receiving a NOC means your permit application is complete and will be processed.

Notice of Decision (NOD)

Receiving a NOD means your permit has been approved.

Notice of Deficiencies

Receiving a notice of deficiencies means your permit application was not complete and cannot be processed.

Permitted Use

Allowed activities defined by the LUB.

Principal Building

A building which is the primary use of the lot.

Secondary Front

The street frontage on a corner lot, which is not the yard the entrance to the primary building is on.

Variance Use

Activities that deviate from allowed activities outlined in the LUB.

WELCOME

Lets Get Started on Your Permit!

This guide will help you prepare your permit application. Keep in mind, this is a general permit guide – additional information may be required based on your specific needs.

WHY DO I NEED A DEVELOPMENT PERMIT?

The permit process focuses on making certain that developments align with the rules and regulations set out in the LUB. The permit process is implemented to ensure the **safety and health** of our community, as well as to aid in creating **meaningful and highly valued spaces**.

All land in Bassano is divided into districts (also referred to as zones). Each district has its own set of development rules. The LUB lists these rules, which were established in part to ensure that everyone has an opportunity to seek approval for a development project or to express concerns about a project.

IMPORTANT FACTS



Permits are valid for 12-months from the date of issue. Please plan your development accordingly to prevent the need to reapply for your permit and to save on additional permit fees.

BUSINESS LICENCES



- If you are Operating a business in the Town you must obtain a business license from the Town and pay the applicable fee to operate. Business licenses are valid for one-year (January 1—December 31) regardless of when you purchase the license.
- Business license fees \$70.00 for in-town local businesses and 120.00 for out-of-town businesses.
- All contractors and subcontractors are required to obtain a business license from the Town prior to the commencement of any work.

WE ARE HERE TO HELP



Our goal is to help you obtain the permits you need as quickly and efficiently as possible. We strive to ensure your permit needs are met and that we are available to help you with any development questions we can. Call or visit us today and we will help you get the information you need!



KEEP IT LOCAL

Do you need help financing your home improvement plans? Our Local Banks are here to help!

Our local banking institutions are happy to assist with financing options related to your home improvement plans. Contact the local ATB Financial or Connect First Credit Union to get started on your home improvement plans today!

There are many reputable tradespeople in Bassano that can assist you with your development. Check out the business directory at www.bassano.ca or the Contacts page more information.

All your building supply needs can be purchased right here in Bassano—prices are competitive. Stop in at the Bassano Building Centre and the Creaky Floor Hardware Store to get started today!

STEPS

STEP 1

Review the Permit Guide.

STEP 2

Prepare your draft permit application (fill out the application form and explain in writing all the facts about your development). Know your land use district. This package is for the residential district only.

STEP 3

Set up a meeting with the Development Officer to review your draft application. We invite you to contact the Town Office if you have questions while you are working through your draft application (403-641-3788)

STEP 4

After the Development Officer reviews your draft application, they will provide a checklist if additional information is required. If everything is complete, you will pay the permit fee and the Development Officer will process your application.

STEP 5

Depending on the type of manufactured home permit you are applying for, you may be required to obtain discipline (building, plumbing, gas, electrical) permits.

STEP 6

Once you have your permits, you can begin your development.

STEP 1

Review the Guidelines

The Guidelines section provides you with an overview of the LUB sections that apply to residential manufactured homes. It is important to understand the requirements of an manufactured home when you start to plan your project.



What is a Manufactured Home?

A dwelling unit built at an offsite manufacturing facility, transported to a site that is deemed ready for occupancy.

Standards & Requirements

- The Development Authority may require a bond or irrevocable letter of credit a minimum value of \$5,000 to a maximum value of up to 50 percent of the assessed value of the building to ensure the conditions of the development permit for a principal building are met.
- Only the following will be considered eligible manufactured homes:
 - new factory-built units constructed in accordance with Canadian Standards Association (CSA) A-277 and Z-240 standards
 - used factory-built units no older than 20 years and in a good state of repair (to the satisfaction of the Development Authority). Any application for a development permit to locate a used manufactured home:
 - must include recent color photographs of all elevations including additions
 - must show Canadian Standards Association and Alberta Buildings Standards Label Numbers
 - may require a Safety Codes Officer inspection and/or personal inspection by the Development Officer to determine the unit's suitability

Development Permit Fees

	Permitted Use	Discretionary Use or Use Requesting Waivers
Dwellings - Single-Family	\$100.00	\$200.00
Dwellings - Multi-Family	\$200.00	\$300.00
<i>Please Note: Additional fees for commencement of a development without a permit are applicable</i>		

KEY FACTS

You Need to Know!

- Residential developments may be affected by other statutory plans as a result of their proposed location to include (but not limited to) Municipal Development Plan, and the Inter-Municipal Development Plan.
- Your development may also be impacted by other legislation governed by provincial or federal regulators such as Alberta Transportation or Alberta Environment and Parks.
- All construction sites must be secured. Excavation must be fenced, and precaution signs posted. Unauthorized personnel are not permitted on construction sites. Contractors are reminded that members of the general public do not represent municipal employees and are not permitted to be onsite.
- A civic address is required on the front and rear of all properties in accordance with the Town's Fire Bylaw. A civic address is also required on the side of a corner lot.
- A fire permit must be obtained from the Town in accordance with the Fire Bylaw (#885/19) if a firepit is planned for at the development.

STEP 5 -

Building Permit



Superior Safety Codes Permits

Once you have received an approved Permit from the Town, you are required to submit **discipline permits application to Superior Safety Codes:**

- Building Permit Application
- Electrical Permit Application (if applicable)
- Plumbing Permit Application (if applicable)
- Gas Permit Application (if applicable)
- Sewer Permit Application (if applicable)

Superior Safety Codes enforces the Alberta Building Code on behalf of the Town. All discipline permits have associated fees. A copy of the Superior Safety Codes building permit application will be provided to you by the Development Officer in your pre-application meeting. The building permit fee will be directed by and payable to Superior Safety Codes

STEP 6

Once your permits are approved you may begin your development.



Foundations, Roof Lines, and Additions

- All single-wide manufactured homes must be skirted in compatible materials and enclosed to the satisfaction of the Development Authority.
- All manufactured homes must be placed, at a minimum, on surface-mount foundations constructed in accordance with the CSA standards.
- To ensure compatibility of housing types, the variation of roof lines between double-wide manufactured homes and conventional homes may be limited. Generally, the double-wide unit should not be more than 0.6 m (2 ft) higher or lower than an adjacent home, whether conventional or double-wide. Generally, single-wide units shall not be encouraged to locate adjacent to or among conventional dwellings.
- All manufactured home additions shall be of a design and finish which will complement the unit.

General Appearances

- The wheels, hitches, and other running gear must be removed from a manufactured home immediately after the placement of the home.
- The yard area of each lot shall be developed and landscaped to the satisfaction of the Development Authority

What is Permitted?

Use Type	R1	R2	R3	RM
Manufactured Home	Not Permitted	Not Permitted	Not Permitted	Permitted

STEP 2

SITE PLAN—Standards

The Site Plan section provides you with specific requirements from the LUB that apply to residential manufactured home regarding specific site standards.

01

Begin by preparing a site plan. A site plan is a simple sketch of your property. It is a one-dimensional drawing that shows where all the current structures are located, and where you plan to locate your manufactured home (show your designated parking stalls).

02

As you prepare your site plan, it is important to ensure you are following the minimum setback requirements. If you live on a corner lot, please follow the secondary front setback requirements—this means you have two front yards. Setback can be shown in feet or meters. Refer to the setback table below.

	Minimum Setbacks							
	Front		Secondary Front		Side		Rear	
Use Type	m	ft	m	ft	m	ft	m	ft
Land Use District: RM								
Manufactured Home	7.6	25	3.8	12.5	1.5	5	4.5	15

VARIANCE USE

A variance application differs from the permitted use applications as the applicant must request a variance. Complete a permit application and include a written description and a detailed site plan of the proposed development clearly outlining the requested variance. The site plan must be one-dimensional and include:

- A civic address and north arrow
- All buildings and structures (existing and proposed) on the property. The size of the buildings must be listed (i.e., 40'x 20' garage) include recent color photographs of all elevations including additions
- The distance between all buildings and structures from the front, side, and rear property lines
- Canadian Standards Association and Alberta Buildings Standards Label Numbers
- If required, Safety Codes Officer inspection and/or personal inspection by the Development Officer to determine the unit's suitability
- The variance being sought

Document Checklist

	Fill out the permit application.
	Complete a site plan that addresses all structures, proposed and existing (including the distance from the front, side, and rear property lines plus the distance between structures).
	Provide details on the site plan regarding the manufactured home in the written description section (i.e. exterior finish, location and height).
	State the variance being sought.
	Submit your permit application with the applicable fee to the Town's Development Officer for processing.

STEP 4

Final Submission

PERMITTED USE

Define the type of manufactured home you are applying for and verify the LUB requirements with the Development Officer (i.e., shed, garage). Once verified, complete a residential permit application. Include a site plan of the proposed development and a written description. The site plan must be one-dimensional and include:

- A civic address and north arrow
- All buildings and structures (existing and proposed) on the property. The size of the buildings must be listed (i.e., 40'x 20' garage) include recent color photographs of all elevations including additions
- The distance between all buildings and structures from the front, side, and rear property lines
- Canadian Standards Association and Alberta Buildings Standards Label Numbers
- If required, Safety Codes Officer inspection and/or personal inspection by the Development Officer to determine the unit's suitability

DOCUMENT CHECKLIST

	Fill out the permit application.
	Complete a site plan that addresses all structures on the property, existing and proposed (including the distance from the front, side, and rear property lines plus the distance between structures).
	Provide details on the site plan regarding the manufactured home in the written description section (i.e., exterior finish, location, and height).
	Submit your permit application with the applicable fee to the Town's Development Officer for processing.

As you prepare your site plan, it is important to ensure you remain within the maximum allowable site coverage and that you do not exceed the maximum allowable height of the structure. Refer to the site coverage and structure height table below.

03

Use Type	Minimum Floor Area		Maximum Site Coverage	Maximum Height	
	m ²	ft ²	%	m	ft
Manufactured Home	46.5	500	35 ¹	8.5	27

¹Combined site coverage of principal and accessory structures



Breakdown: A single unit dwelling site coverage of 35% means the combined site coverage of all structures on the property cannot exceed 35%

Example Site Plan

WRITTEN DESCRIPTION— Standards

It is important that you explain in writing your development plans. More specifically, you need to describe what the structure looks like, the exterior materials (i.e. siding and roof), the proposed size of the structure, if you will include parking stalls, and what the structure will be used for.



There is a small section on the permit application labelled *Description*. If you do not have enough space to explain your development plans, add a separate sheet.

Fill in all the blanks on the development permit application form that you know.

What Happens if I Cannot Meet the Guidelines and Setbacks?

There are times when you may need to apply for a variance because you have a building that is too close to the property line or for a variety of other reasons. If this is the case, you must describe the variance request in the Written Description section on the permit application form. You must also indicate the variance request on the site plan.

STEP 3

Draft Application

It is highly recommended that you prepare a draft application and set up a meeting with the Development Officer to review.

100—100 St.—Example Site Plan

