

**CITY OF MELVILLE**  
**BYLAW NO. 06/2014**

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**A BYLAW OF THE CITY OF MELVILLE TO REGULATE THE PLACING AND THE  
LOCATING OF MOBILE HOMES IN THE CITY OF MELVILLE AND THE FEES  
ASSOCIATED WITH MOBILE HOME PARKS**

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The Council of the City of Melville, in the Province of Saskatchewan, duly assembled, enacts as follows:

**1. SHORT TITLE**

(a.) This bylaw may be cited as the **Mobile Home Bylaw**.

**2. DEFINITIONS**

(a.) Whenever in this Bylaw the following words or terms are used they shall, unless the context otherwise provides, be held to have the following meaning:

- (i) **Building Inspector** appointed by Council of the City of Melville or his duly authorized representative.
- (ii) **City** means the City of Melville.
- (iii) **Council** means the Council of the City of Melville.
- (iv) **Mobile Home** a trailer coach that is used as a dwelling for a permanent or year round living; has water faucets, wash basin, a shower or bathtub, and a toilet that may be connected to a water distribution and sewage collection system; and which is certified by the manufacturer to comply with the Canadian Standards association Code CSA-Z240.
- (v) **Mobile Home Site** means a parcel of land zoned by Council to allow the locating and occupancy of a single Mobile Home Unit thereon.
- (vi) **Modular Home** a single detached or multi-unit, single level or multi-storey dwelling unit comprised of one or more factory built sections. It must be designed and manufactured in full compliance with the National Building Code and CAN/SCA-277-08 Procedure for Factory Certification for Buildings. Compliance can be confirmed by an inspection agency accredited by the Standards Council of Canada for Purposes of inspecting CSA A277 Procedure for Factory Certification of Buildings.

**3. PERMITS**

- (a.) No person shall move a Mobile Home onto a Mobile Home Site or commence any works on the site until a Building/Moving permit has been obtained.
- (b.) Every applicant for a Building/Moving permit shall comply with the following conditions:
  - (i) the owner shall provide satisfactory proof that the home has been constructed in conformity with this bylaw and that its physical condition is acceptable to the Building Inspector.

- (ii) that the Mobile Home is to be placed on the approved site, supported by foundations and connected to services as hereinafter defined within six (6) months from the date of issuing of the permit and if such work is not completed within the said six (6) months the said permit shall be void and a new permit required.
  - (iii) that the permit fee be paid to the City under the Building Bylaw.
  - (iv) the owner shall provide satisfactory proof that the electrical and plumbing works in the mobile home comply with relevant Province of Saskatchewan Electrical and Plumbing Regulations.
  - (v) the owner shall provide satisfactory proof that he has entered into an agreement for the purchase or rental of a lot in an area zoned by the City of Melville as a Mobile Home Site.
  - (vi) and such other conditions as the Building Inspector may deem advisable.
- (c.) In the event that the home is not located in the City of Melville and was build one or more years prior the Building Inspector must perform an inspection on the mobile home. The owner shall pay an inspection rate per hour and the current Provincial Mileage Rate (as stated in the City of Melville's Rate's Bylaw) both ways to the Building Inspector in order that he, or his agent, may inspect said home (said inspections do not include electrical or plumbing works and it is the owner's responsibility to have said works inspected and approved by the property authorities.) The owner also has the option to hire a private Building Inspector who is licensed to practice building inspections in the province of Saskatchewan to do the inspection of the mobile home; however, the discretion is with the City of Melville's Building Inspector as to whether the report provided by the private building inspector is acceptable.
- (d.) The Application for a Building/Moving permit shall:
- (i) be made in the form prescribed by the Building Inspector;
  - (ii) be signed by the owner of the Mobile Home;
  - (iii) include copies in duplicate of the specifications and scale drawings of the mobile home, and of the foundations to support same showing;
    - (A) the dimensions of the mobile home and foundations, including the height of the foundation above street level.
    - (B) the proposed use of each room or floor area.
    - (C) the dimensions of the land on which the mobile home is to be situated and the position of the mobile home on said land (site plan), which positioning shall comply with the Zoning Bylaw of the City of Melville.
  - (iv) contain any other information required by this bylaw, zoning bylaw, or by the Building Inspector.
- (e.) The Building/Moving Permit provides only for the locating and placing of the mobile home upon foundations on the site and for any approved additions requested at the time of application. Subsequent additions,

alterations or accessory buildings shall be dealt with by application under the City of Melville Building Bylaw.

- (f.) No person shall remove a Mobile Home from a Mobile Home Site until a Demolition/Removal Permit has been obtained. Every such permit is issued upon the following conditions:
- (i) that all current taxes on the land and improvements has been paid to the City; and
  - (ii) that arrangements have been completed for the shutting off of all services; and
  - (iii) that the property would be left in a clean and tidy condition; and
  - (iv) that the permit fee had been paid as per the Building Bylaw; and
  - (v) such other conditions as the Building Inspector may deem advisable.
- (g.) Any person who commences any work for which a permit is required under this bylaw, without first having obtained a permit therefore, or who carry on such work after a permit for same has been revoked, or who carried on such work after same has been directed stopped, is guilty of an offence under this bylaw.

#### **4. FEES**

- (a.) Every person who makes an application for a permit under this bylaw shall tender with his application a fee as stated in the Building Bylaw

#### **5. GENERAL REGULATIONS**

- (a.) Every owner of a Mobile Home Site shall:
- (i) permit the Building Inspector to enter any mobile home building or premises at any reasonable hour for the purpose of administering or enforcing this bylaw and shall not bother, obstruct or interfere with the Building Inspector in the discharge of his duties under this bylaw;
  - (ii) obtain, where applicable, from the appropriate authorities but not limited to, permits relating to building, zoning, grades, sewers, water mains, plumbing, signs, blasting, street occupancy, electricity, highways and all other permits required in connection with the proposed work;
  - (iii) give at least 48 hours notice to the Building Inspector before commencing work on the building site under the permit;
  - (iv) give notice to the Building Inspector;
  - (v) when a foundation wall below land surface has been placed and before any backfilling of the excavation has been carried out.
  - (vi) within thirty days of completion of the work described in the permit.
  - (vii) as may other wise be required by this bylaw.
  - (viii) obtain an Occupancy permit from the Building Inspector prior to an

Occupancy of a mobile home on the site.

- (ix) obtain the written approval of the Building Inspector before doing any work at variance with the approved document filed, after the permit has been issued.
- (b.) Neither the granting of a permit nor the approval of the drawings and specifications, nor inspections made by the Building Inspector during the placing of the mobile home shall in any way relieve the owner of such building from full responsibility for carrying out the work in accordance with the requirements of this bylaw.
- (c.) The person to whom a permit is issued shall, during construction, keep posted in a conspicuous place on the property in respect of which the permit was issued, a placard as supplied by the Building Inspector.

## **6. FOUNDATIONS**

- (a.) The mobile home supported and secured by piers, posts or other acceptable means carried to a depth sufficient to prevent movement by frost, and to support the anticipated load at such points on its chassis frame as indicated by the City of Melville Building Bylaw. Where mobile home is not installed on a permanent foundation it will be installed as per manufacture specifications (A CSA Z240 Standard). Addition and extension foundation systems must be designed equal to and to complement that of the principle structure. The entire area beneath the mobile home, including extensions and expanded portions, shall have a ground cover of at least four inches of well compacted gravel and graded as per CSA Z240 standards.
  - (i) every mobile home located on a mobile home site shall be connected with the City of Melville sewage and water system.
  - (ii) no eaves trough, rainwater conductor or gutter pipe shall be built or constructed so as to permit or cause the water from the roof on any building to flow into the sanitary sewers of the City of Melville or upon adjoining property.
  - (A) the construction of basements or cellars for mobile homes shall conform to the National Building Code and City Bylaws. Where provisions for a means of egress is not provided within the mobile home, such means of egress must be provided as described in subsection 6 "B".
  - (B) additions will be installed as per same foundation plan as original mobile home. An addition containing a means of egress from a basement or cellar must have dimensions not less than Ninety-Six (96) square feet and be within not more than Five (5) feet from the main exit of the addition.
  - (C) no room of a mobile home intended for use as living or sleeping quarters shall be constructed in any cellar, as defined in the National Building Code.
  - (D) finished foundation walls shall extend not less than Eight (8) inches above finished ground level.
- (b.) Anchoring is required in accordance with the National Building Code.
- (c.) All attached and accessory structures shall require a building permit and

shall comply with the requirements of the National Building Code and the Building Bylaw of the City of Melville. All attached or ancillary structures such as porches, sun room additions, skirting and storage facilities shall be factory prefabricated units or of an equivalent quality and shall be painted or pre-finished so the design and construction will complement the main structure.

- (d.) All mobile homes shall be provided with skirting extended from the bottom of the mobile home unit to the ground with adequate provision to compensate for vertical movement and shall comply with CSA – Z240 standard and the National Building Code.
- (e.) Mobile homes shall be provided with steps, landings and handrails to all entrances in accordance with the National Building Code.
- (f.) The area of the lot surrounding the mobile home and additions or extensions shall be graded to direct surface water away from the structure as provided by the Building Inspector as per CSA – Z240 standard.

## **7. PENALTIES**

- (a.) All penalties as per City of Melville Building Bylaw.

## **8. THE AUTHORITY HAVING JURISDICTION**

- (a.) The City of Melville shall:
  - (i) administer and enforce this bylaw;
  - (ii) keep proper records of all applications received, permits and orders issued, inspections and tests made, and shall retain copies of all papers and documents connected with the administration of his duties;
- (b.) The Building Inspector and/or Bylaw Enforcement Officer may:
  - (i) enter any building or premises at any reasonable hour for the purpose of administering or enforcing this bylaw.
  - (ii) cause a written notice to be delivered to the owner of any property directing him to correct any condition where in the opinion of the Building Inspector that condition constitutes a violation of this bylaw.
  - (iii) direct that tests of materials, devices, construction methods, structural assemblies or foundation conditions be made or sufficient evidence of proof be submitted at the expense of the owner where such evidence or proof is necessary to determine whether the material, device, construction or foundation condition meets the requirements of this bylaw. revoke (or recommend to Council the revocation of) or refuse to issue a permit where in his opinion the results of the tests are not satisfactory;
  - (iv) revoke a permit or direct that work be stopped when there is a violation of any of the conditions under which the permit is issued and such revocation of permit or work ordered stopped shall be given to the owner or his agent in writing by personal service or by ordinary registered mail, postage prepaid, mailed to the address given on the application for the permit.
  - (v) revoke (or recommend to Council the revocation of) a permit where

there is a violation of any provision of this bylaw.

**9. MOBILE HOME PARK FEES**

- (a.)The owner or operator of the trailer park is responsible for remitting a monthly trailer fee to the City of Melville, which will be invoiced to the owner or operator by the end of each month. The owner or operator is required to provide the City of Melville with a list of mobile homes and their dimensions for the purpose of invoicing.
- (b.)The fees prescribed by Schedule “A” of this Bylaw shall be based on the floor area of the trailer or mobile home used for residential purposes calculated from its outside dimensions.
- (c.)This Bylaw shall come into force and take effect on July 1, 2014.
- (d.)That Bylaw No. 3/88 and Bylaw No. 9/75 are hereby repealed.

**INTRODUCED** and **READ** a First time this 7<sup>th</sup> day of April, 2014 A.D.

**READ** a Second time this 7<sup>th</sup> day of April, 2014 A.D.

**READ A THIRD TIME AND PASSED** by the unanimous consent of members of Council present this 7<sup>th</sup> Day of April, 2014 A.D.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Manager

**City of Melville  
SCHEDULE "A"  
To Bylaw No. 06/2014**

<b>Size of Trailer or Mobile Home</b>	<b>Average Assessed Value</b>
700 – 999 square feet	<b>\$37,642.50</b>
1,000 and greater square feet	<b>\$46,290.00</b>

The monthly trailer or mobile home fee shall be determined by applying the following formula:

$$\frac{(\text{Average Assessed Value}/1,000) \times \text{Previous Year's Mill Rate} \times \text{Multi-Family Mill Rate Factor}}{12}$$