



Mobile City Estates

Manufactured Home Placement and Improvements

The Community of Choice!

I am building do I need a permit?

A **Development Permit** and **Building Permit** are required for the following:

- Placement of a manufactured home
- Change in lot boundary
- Construction of an accessory building (deck, shed, carport)
- A new roof on the existing manufactured home
- An addition to the existing manufactured home
- Replacement of window and door openings that will be larger in size than the existing openings
- Installation of bay or bowed window

Application Requirements

Development Permit

- Three (3) copies of a site plan indicating the dimensions of the lot and the location and size of the existing and proposed development. (Shall include stamp of approval from Mobile City Representative)
- Land title search for the property (no more than 3 weeks old)
- Owner authorization by Mobile City Representative
- Right of Entry Form to be signed by Mobile City Representative
- Completed development permit application
- ♦ Application fee as per fee schedule

Building Permit

- Three (3) copies of construction drawings
- Engineering report if required by the Building Inspector
- Completed building permit application
- Application fee as per fee schedule

Appeals

If your application has been refused, or approved subject to conditions set forth by the Development Officer, you can, as the applicant/owner, appeal the decision to the **SUBDIVISION AND DEVELOPMENT APPEAL BOARD**.

An appeal can also be launched by any person affected by the decision of the Development Officer. To appeal the decision, an appeal application must be served to the Subdivision and Development Appeal Board prior to the appeal expiry date noted on the permit accompanied by the appropriate fee.

MAIL APPEALS TO:

Subdivision and Development Appeal Board
Secretary
City of Spruce Grove
315 Jespersen Avenue
Spruce Grove, AB T7X 3E8

Should you wish to appeal a decision made by the Safety Codes Officer, it must be submitted in writing within 30 days of the decision date. All appeals on building issues can be made to the **Building Safety Codes Council**.

**Please contact the
Planning & Development Department for
assistance.**

Printable copies of all permit application forms and schedule of fees may be obtained from the City of Spruce Grove website.

Where to Apply

Office Location:

**Planning and Development
414 King Street
Spruce Grove, Alberta**

Office Hours

Monday to Friday

8:30 a.m. to 4:30 p.m.



Mailing Address:
City Hall
315 Jespersen Avenue
Spruce Grove, AB T7X 3E8

Phone: 780-962-7582

Fax: 780-962-1062

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