

GUIDELINES FOR TRAILER PERMITS



IS IT A PARK MODEL TRAILER (PMT)?

- It is built on a single chassis mounted on wheels
- It is designed as living quarters for seasonal camping and may be connected to those utilities necessary for operation of installed fixtures and appliances
- It is designed to be relocated from time to time
- It has a gross floor area not exceeding 50 m² (538 ft²) when in the set-up mode, has a width greater than 2.6 m (8.5 ft) in the transit mode, and prohibits lofts

If you checked all the boxes, it is a PMT and it requires a Building Permit. Please refer to the next checklist. If it is larger than 50 m² (538 ft²) and/or has a loft, please contact the Building Division for further instructions.

WHY ARE BUILDING PERMITS IMPORTANT?

Building Permits are required to ensure structures are erected safely and are appropriate for the space available. There are two main areas of consideration when applying for your Building Permit:



ZONING BY-LAW

We'll look at where you plan to place your park model trailer to make sure it adheres to the [City's Zoning By-Law](#).

We'll consider things like:

- Is it appropriate for your neighbourhood?
- Will it create an overcrowding issue?
- Is it consistent with surrounding buildings?



BUILDING CODE

We'll consider if the assembly of your PMT meets the minimum design and building requirements set out in Section 9 of the [Ontario Building Code](#).

We'll consider things like:

- Are the foundation and anchorage systems adequate?
- Does it also follow the requirements in CSA Z241?

TRAILER PERMIT REQUIREMENTS CHECKLIST

PERMIT APPLICATION FORMS AND RELATED APPROVALS

- Completed [Building Permit Application](#)
- Completed [Schedule 1 Form "Designer Information"](#)
- Niagara Region Septic or Ministry of Environment approval or exemption
- Other Applicable Laws

MUNICIPAL ZONING AND OTHER BY-LAWS

- Planning Department approval: for questions related to building heights, setbacks, lot coverage percentages, permitted uses, heritage protection or conservation protection jurisdiction, please contact our Planning Department at 905-835-2900 or planning@portcolborne.ca.

PERMIT FEES

- See [Permit Fee By-Law](#)
- Development Charges Niagara Region and Port Colborne

CONSTRUCTION DRAWINGS

- Legible and scaled, two copies

Site Plan showing:

- Size of trailer (m²/ft²)
- Location of proposed trailer
- Distance to adjacent buildings
- Access route for emergency vehicles

Manufacturer Plans showing:

- Make, Model, CSA #
- Foundation system
- Anchorage requirements
- Floor Plan
- Elevations

Applicant's Name

Applicant's Signature

Date