

This permit applies exclusively to mobile homes and that are:

- Not built upon a permanent foundation
- Connected to private water and sanitary services (no water meter)

Required Documents

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of an application due to insufficient information. **All plans and documents listed below must be submitted through the online portal.**

- Application fee (**Note:** you will receive a notice for payment from Planning, once your application has been processed by the Permit Clerk)
- Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed move (**Note:** This is not required if the property owner has signed the application form).
- Current copy of certificate(s) of title (issued not more than 30 days from the application date)
- Context photos of the property being transported. If there is more than 1 (one) building on the lot and not all are being moved, please identify this.
- ATCO Gas disconnection confirmation email
- Engineering requirements, as listed below:

Engineering Requirements for the Mobile Home Move

Engineering Services requires that **the following conditions be met BEFORE the mobile home move can commence. Please sign this letter at the bottom indicating that you have read and understood these items:**

1. A Road Use Right-of-Way / Engineering Permit is required for the moving of the house. This can be found at, and a complete application can be sent to Engineering@canmore.ca.
2. Following construction, the site must be restored to as good or better condition than existed prior to demolition. All work must conform to the Town of Canmore Engineering Design and Construction Guidelines (current version). The following are examples of what may require restoration:
 - Concrete Structures: Curb & Gutter, Sidewalks



Building Permit Application Requirements

Demolition – Mobile Home Move

Engineering Requirements (Cont'd)

- Paved or Gravel Roadways and/or Paths
 - Landscaped Areas
3. All work shall be done in compliance with Occupational Health and Safety Regulations and Best Management Practices with respect to erosion, sedimentation control and public safety.

Name of Applicant

Signature & Date

Gas Service Disconnect Application for Demolition/Mobile Home Move Permits

You will be required to provide proof that you have applied for a gas service disconnect from ATCO in order to receive your demolition permit. Please follow the steps below to submit this request:

- If you do not have an ATCO Quick Connect account, go to quickconnect.atco.com and register.
- Once you have an ATCO Quick Connect account, submit a request for a gas service disconnect request.
- You will receive an email confirmation from ATCO Gas. Please include the confirmation email from ATCO Gas with your application to prove you have applied for the service disconnect.
- If you have any issues with your ATCO Quick Connect account, you may contact ATCO at 310.5678 or quickconnect@atco.com.