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www.selwyntownship.ca

Trailer Park Decks and Add on Rooms

The Township of Selwyn has put together this guide to help Trailer Park owners and tenants through the Building Permit Process.

Trailer Park By-law Criteria:

No person shall construct on any site any structure, addition or add on of any kind unless:

- a) A proposed add on room has been specifically manufactured for a park model trailer or recreational vehicle.
- b) In the case of a deck, such deck must be built so it is capable of being moved or relocated to another location if required, and shall not exceed 100% of the length of the main unit, or 10 feet in depth.
- c) No permanent canopies of any kind, whether or not they cover a deck are permitted, unless same are specifically manufactured for park model trailers or recreational vehicles.
- d) No patios, walkways or steps may be located on any site unless same are capable of being removed if required.
- e) One accessory structure is permitted to be located on a site provided it does not exceed 8 square metres in area and in all other respects meets the requirements as detailed in the Township's Zoning By-law.
- f) Maximum lot coverage 35% (footprint of trailer, deck and accessory structure)

Building Code Criteria:

Add on rooms and manufactured canopies of any size, and decks larger than 10 m² (107 ft²) are considered to be structures and require building permits. To obtain a permit the trailer park owner, or his/her delegate (tenant), must provide the following:

- a) A building permit application completed through the online portal Cloudpermit
- b) Payment of fees (In accordance with the Township Fees and Charges By-law).
- c) A site plan with the overall dimensions of the site, the size and location of the trailer, accessory structures and the proposed deck and their setback from the lot lines and nearest trailer(s).
- d) Construction drawings completed to scale with sufficient detail to enable the Township to establish compliance with the Building Code.
- e) Park Authorization from the owner that the tenant can apply on their behalf.
- f) Add on rooms must be erected on decks which meet the minimum standards as prescribed by the manufacturer or as required by the Building Code. Manufacturer's specifications must be provided on application.

Decks constructed at grade (an elevation of 8" or less from grade to the top of the deck) are subject to the size and setback criteria noted above but will **not require a Building Permit.**



Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority					
Application number:		Permit number (if different):			
Date received:		Roll number:			
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)					
A. Project information					
Building number, street name			Unit number	Lot/con.	
Municipality	Postal code	Plan number/other description			
Project value est. \$		Area of work (m ²)			
B. Purpose of application					
New construction		Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building			
Description of proposed work					
C. Applicant					
Applicant is:		Owner or	Authorized agent of owner		
Last name		First name	Corporation or partnership		
Street address			Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail		
Telephone number	Fax	Cell number			
D. Owner (if different from applicant)					
Last name		First name	Corporation or partnership		
Street address			Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail		
Telephone number	Fax	Cell number			

E. Builder (if known)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number		Fax	Cell number	
F. New home construction licensing requirement				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			Yes	No
iii. If yes to (ii) provide licence number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 12th Floor. Toronto, ON M7A 2J3 (416) 585-6666.





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Authorization of Trailer Park Owner/Manager

I, _____ the undersigned, being the owner/manager of the subject lands and having authority to grant permission, hereby, authorize _____, (tenant) to be the applicant in the submission of this application.

Date

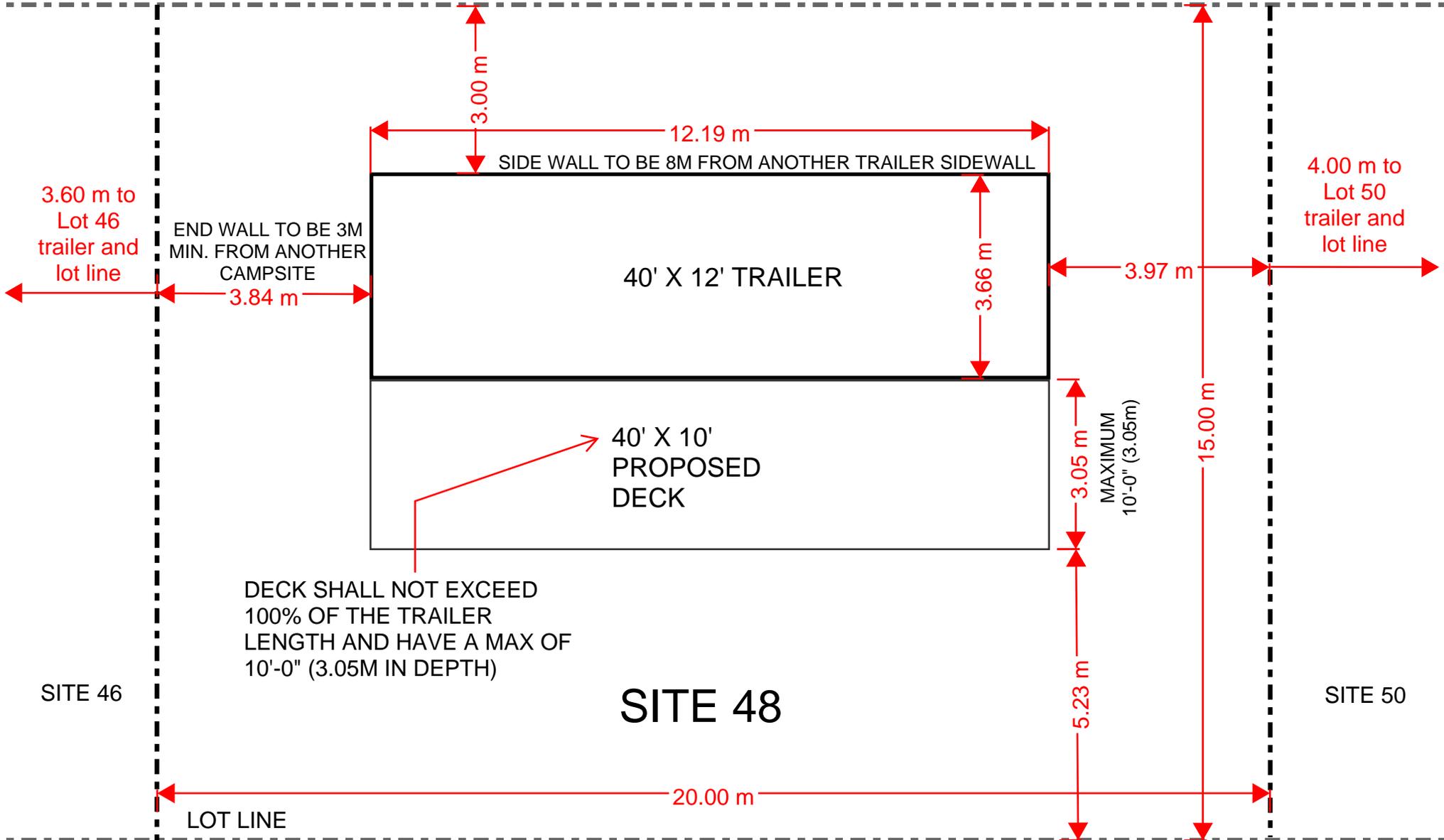
Signature of Owner/Manager

Trailer Park Name: _____

SAMPLE SITE PLAN

5TH STREET

N



4TH STREET

Trailer Park Name: Example
Lot/Site # : 48
Scale 1/8" = 1'-0"
OCTOBER 29 2025

TOTAL LOT AREA - 20M X 15M = 300SM
35% MAX LOT COVERAGE = 300SM X 0.35 = 105SM
TRAILER AREA = 44.59SM DECK AREA = 37.16SM
TOTAL AREA = 81.75 SM (27.25 %)

Township of Selwyn

Typical Trailer Deck (relocatable) Design Guide

This guide is to be used in conjunction with the Typical Trailer Deck Drawing A1 and Building Code Excerpts SB-7 drawings infill picket EB-2, EA-5, EC-3, Or cantilever picket EB-2, ED1, ED-2 and ED-5 and the beam splice detail.

1) General Notes

Drawing A1 on the next page depicts a deck proposed at the maximum depth of 10'-0" constructed along the entire width of a 32 foot trailer. The deck cannot be any wider than the width of the trailer so in this context the deck is 10'-0" x 32'-0". The columns are set in 1'-0" from the edge which leaves 7'-6" span centre to centre between the 4 columns. This design does not permit that span to exceed 8'-6". The number of columns and the span between columns will change based upon the width of the trailer.

2) Site Preparation

The organic soil (top soil) beneath each of the column pad is to be removed and replaced with gravel. The treated wood or concrete column pads are to be placed on the gravel and leveled.

3) Framing

Place 3 ply 2x8 beam, spliced in accordance with the beam splice detail (attached) on column and fasten using a bracket of angle brace (wood member nailed to 6x6 column and beam on a 45 degree angle); Beams shall not be cantilevered beyond the end posts.

Layout joists 2 x 8 joists on top of the beams every 16" and nail them to the beam. If no guards are required, **CALL FOR INSPECTION.**

If guards are required and you have chosen to use 4 x 4 columns attached to the joists in accordance with EB-2 (for both infill and cantilever picket details) proceed to install the 4 x 4 columns no more than 5'-1" apart and **CALL FOR INSPECTION.**

Once the skeleton of the framing has been completed and the inspection has been passed, proceed to install the 5/4 decking and finish the guard (if necessary) and call for an **OCCUPANCY INSPECTION.**

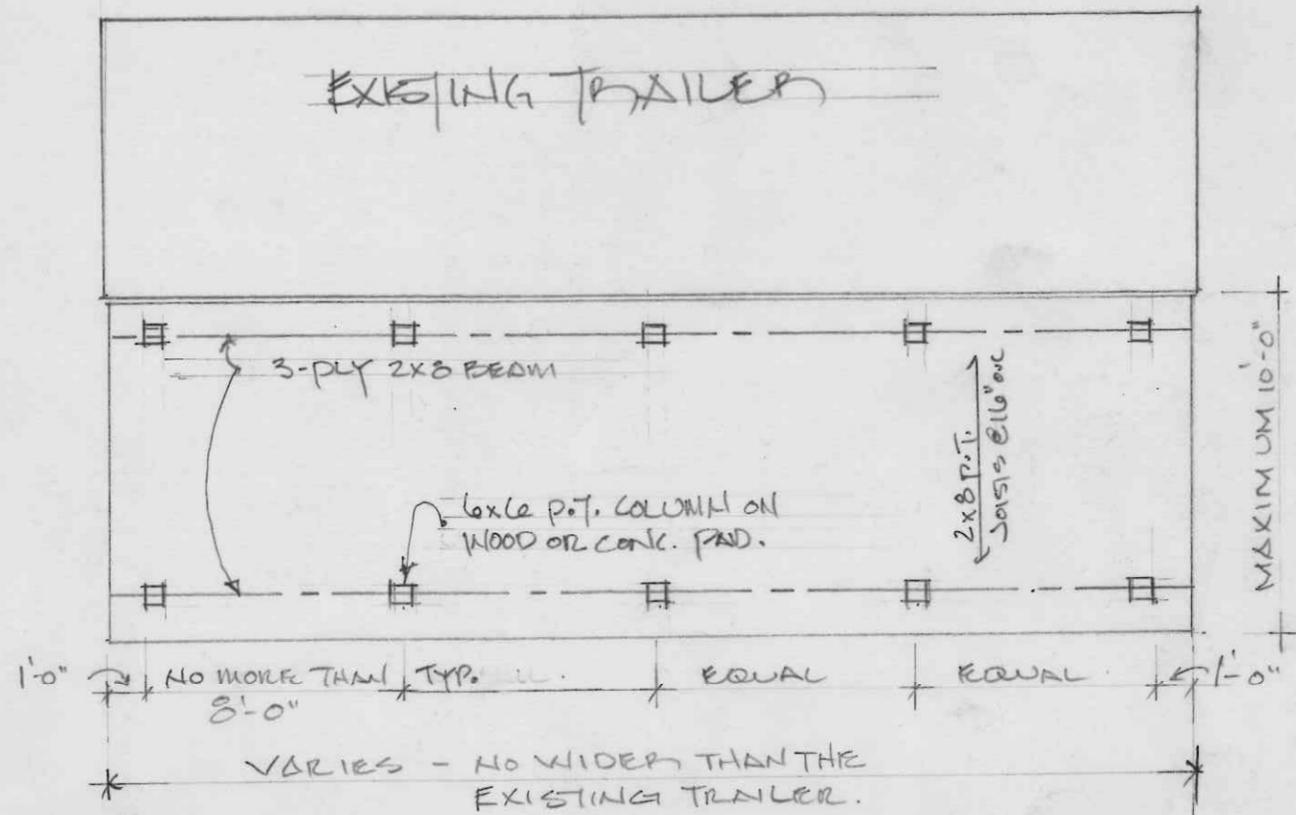
4) Stairs

The base of the stair is required to be placed on column pads and have pickets and a graspable handrail if they contain more than 3 risers.

Once complete, call for occupancy/final inspection.

THIS PLAN IS TO BE READ IN CONJUNCTION WITH THE TYPICAL TRAILER DECK DESIGN GUIDE PACKAGE

EXISTING TRAILER



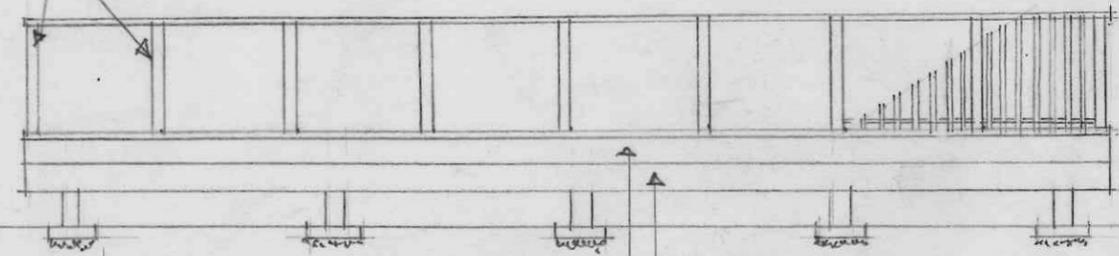
Plan

3/16" = 1'-0"

4x4 p.t. posts at 4'-0" o.c. FASTENED TO JOIST AS DETAILED ON ATTACHED DRAWINGS EB-2 AND EB-6.

5'-1" MAX BETWEEN 4x4 POSTS

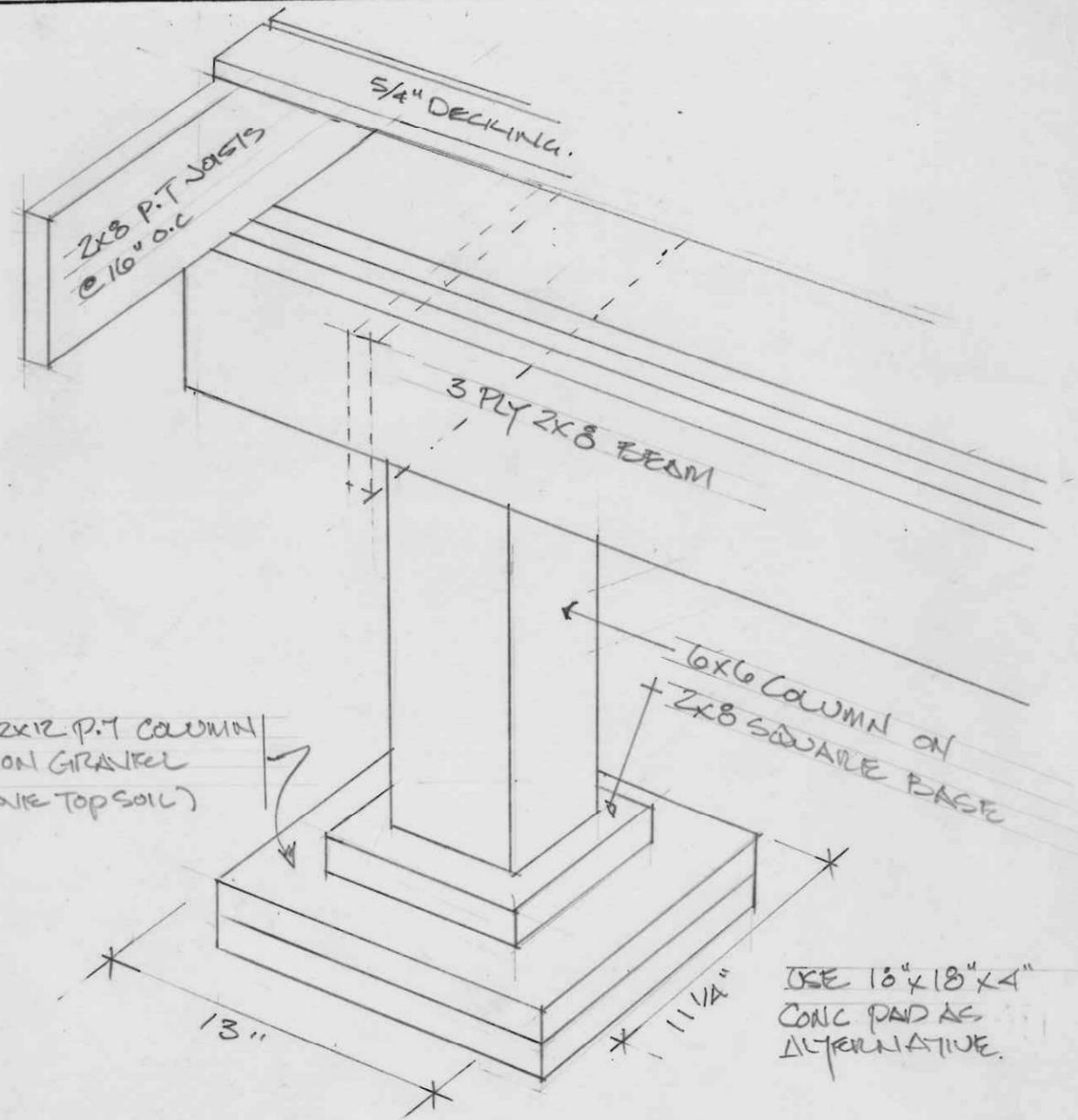
GRADE ↓



6x6 p.t. COLUMNS ON PAD FOOTING (SEE DETAIL). ON STONE BASE (REMOVE ORGANIC LAYER).

ELEVATION

3/16" = 1'-0"



2-ply 2x12 p.t. COLUMN PAD ON GRAVEL (REMOVE TOPSOIL)

AXONOMETRIC

1:7.5

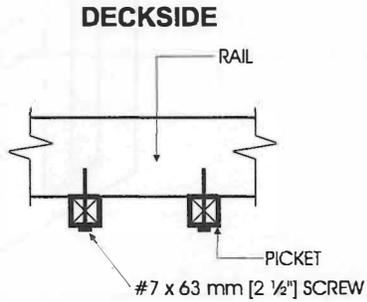
* 35" TALL GUARD CONSTRUCTED IN ACCORDANCE WITH DETAILS (EC-3, EA-5 AND EB-2) ATTACHED OR DETAIL ED-2, ED1, ED5 & EB-2.

* IF THE HEIGHT OF THE DECK ABOVE GRADE IS GREATER THAN 24", A GUARD MUST BE BUILT ON ALL SIDES OF THE DECK MIN. 35" TALL

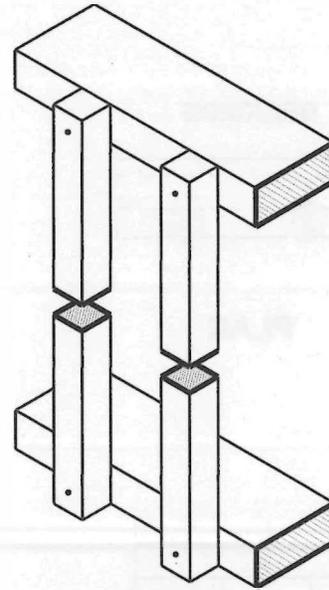
* SEE NOTES ON COVER SHEET.

TYPICAL TRAILER DECK.	
TRAILER PARK:	LOT #
DRAWN BY:	DRAWING #
REVIEWED BY:	A1
SCALE: HORIZ. VERT.	DATE:

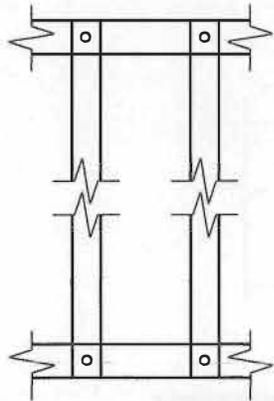
**Guard Option 1
EC-3**



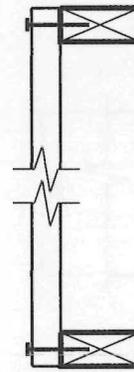
PLAN



AXONOMETRIC



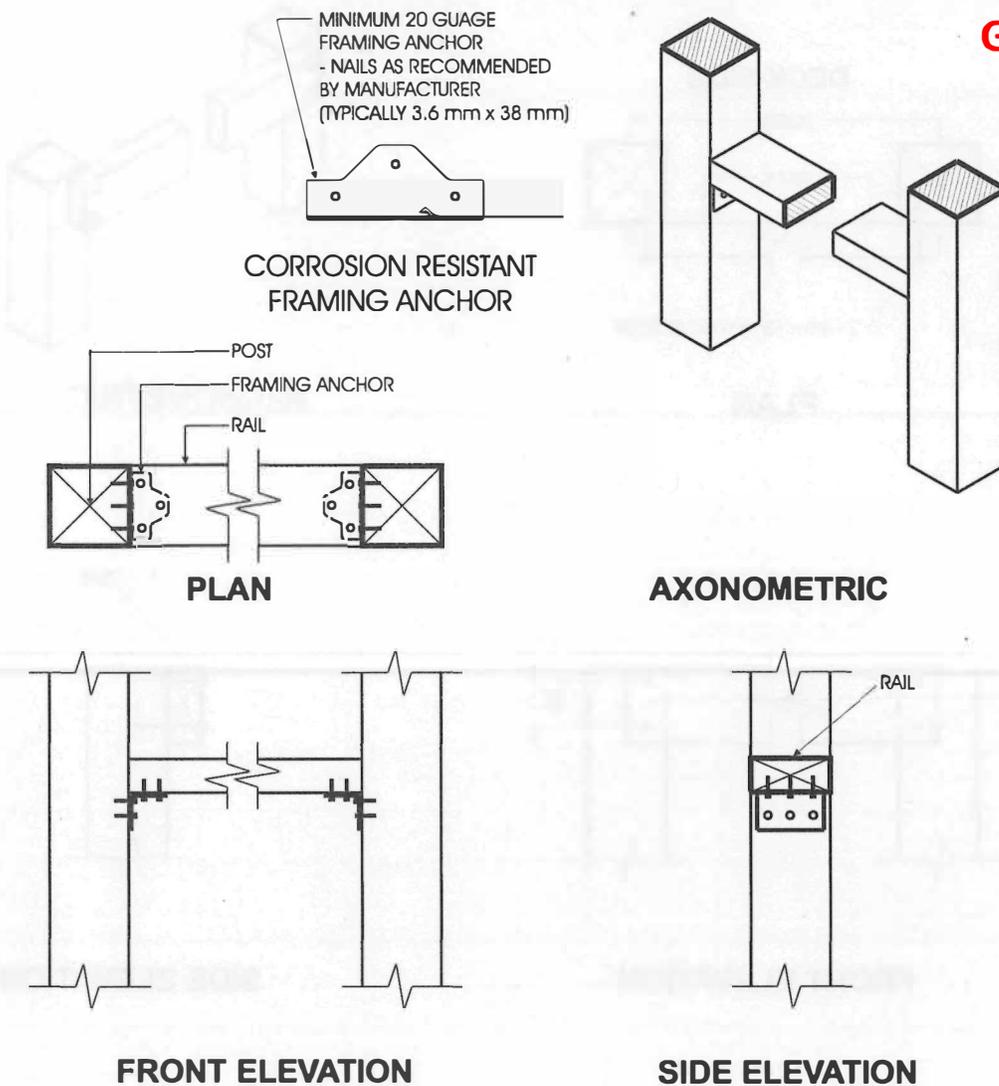
FRONT ELEVATION



SIDE ELEVATION

Detail EC-3

Exterior Connection: Infill Picket Screwed to Rail



**Guard Option 1
EA-5**

Detail EA-5

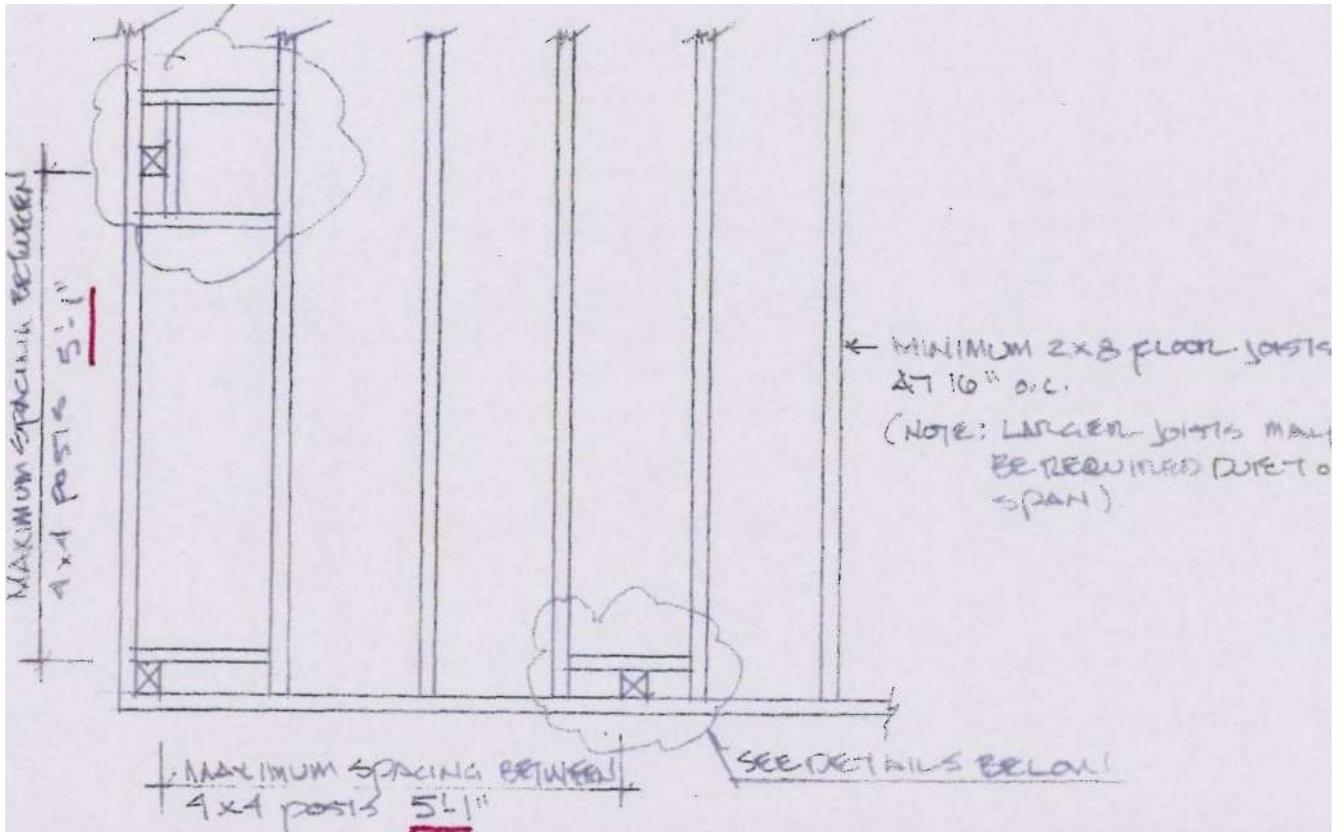
Exterior Connection: Top/Bottom Rail Fastened to Post with Framing Anchors

Notes:

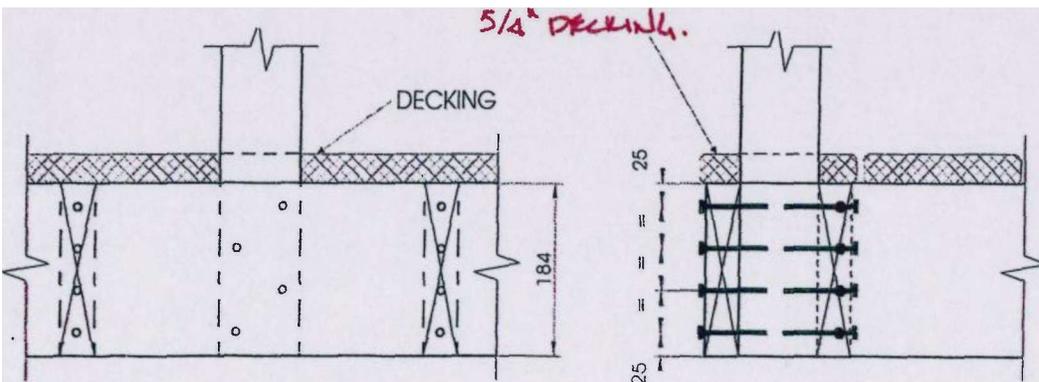
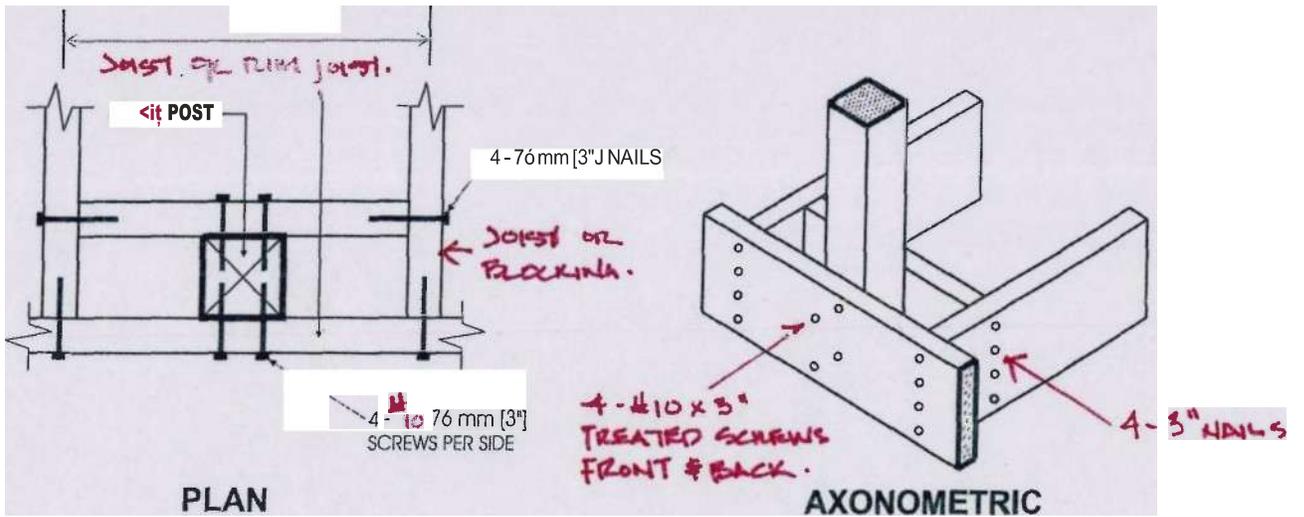
1. Provide support to bottom rail at intervals not more than 2.0 m (6'-7").
2. The bottom rail may be bevelled as detailed in Figure 2.1.2.
3. Dimensions shown are in mm unless otherwise specified.

MAXIMUM SPAN OF RAIL BETWEEN POSTS	
Species	Maximum Span, m (ft-in)
Douglas Fir-Larch, Hem-Fir, Spruce-Pine-Fir	2.72 (8'-11")
Northern Species	2.18 (7'-2")
Column 1	2

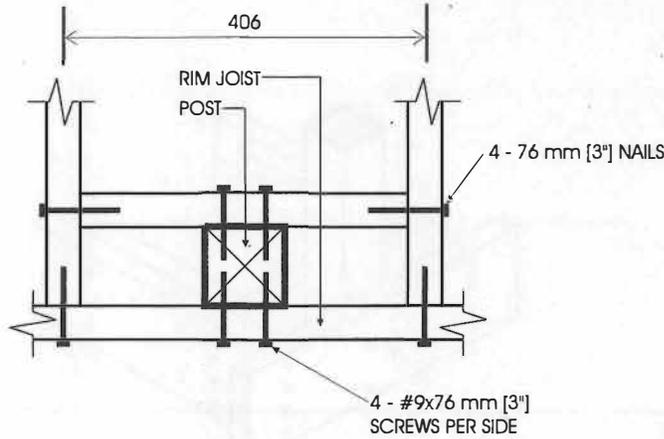
SEE DETAILS BELOW



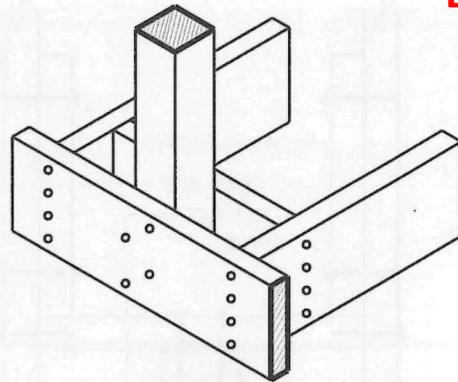
DETAIL EB-2 FROM OBC SB-7



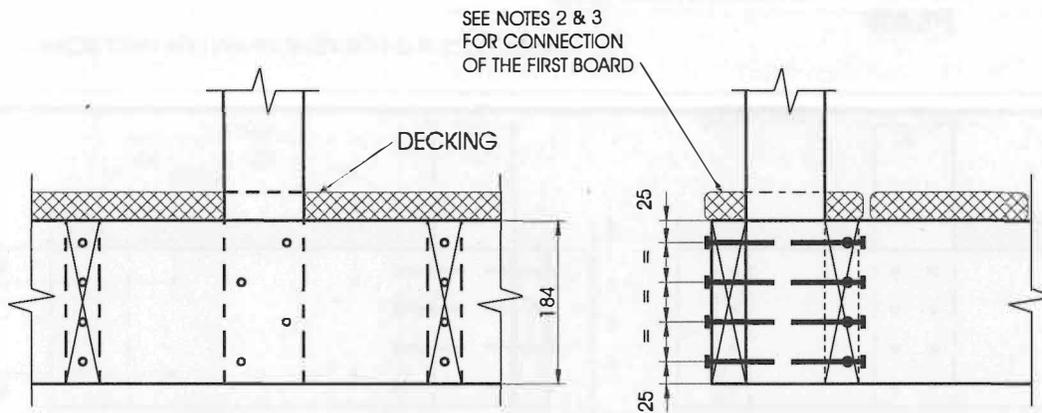
**Guard Option 1
EB-2**



PLAN



AXONOMETRIC



FRONT ELEVATION

SIDE ELEVATION

Detail EB-2

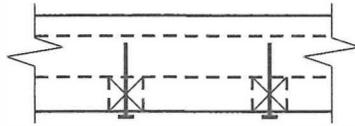
Exterior Connection: Post Screwed to Rim Joist

Notes:

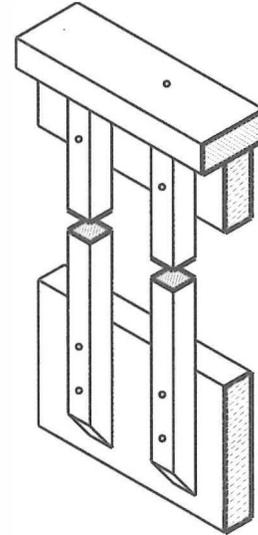
1. Decking is omitted from the plan view and the axonometric view for clarity.
2. Fasten 25 mm x 140 mm (5/4" x 6" nominal) outer deck board to rim joist with 63 mm (2 1/2") nails at 300 mm (12").
3. Fasten 25 mm x 140 mm (5/4" x 6" nominal) outer deck board to floor joist with 1 - 63 mm (2 1/2") nail at each joist.
4. The post may be positioned anywhere between the joists.
5. #9 screws may be replaced by #8 screws if the maximum spacing between posts is not more than 1.20 m (3'-11").
6. Dimensions shown are in mm unless otherwise specified.

MAXIMUM SPAN OF RAIL BETWEEN POSTS	
Species	Maximum Span, m (ft-in)
Douglas Fir-Larch, Hem-Fir, Spruce-Pine-Fir	1.56 (5'-1")
Northern Species	1.20 (3'-11")
Column 1	2

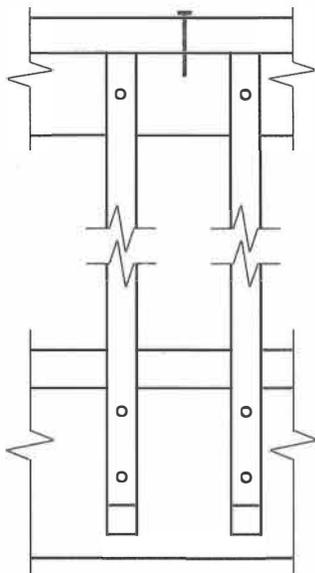
Guard Option 2 ED-2



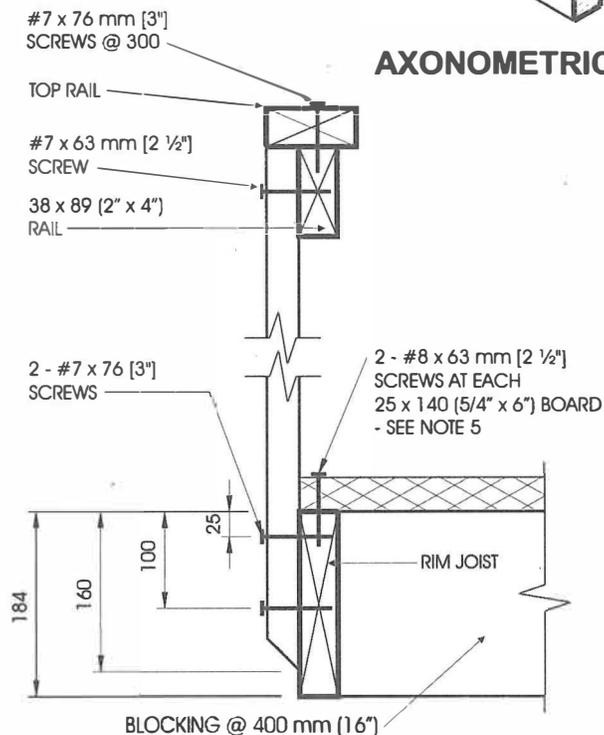
PLAN



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FRONT ELEVATION



SIDE ELEVATION

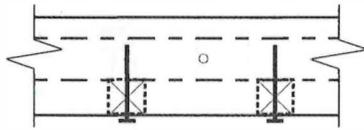
Detail ED-2

Exterior Connection: Cantilevered Picket Screwed to Rim Joist, Guard Parallel to Floor Joists

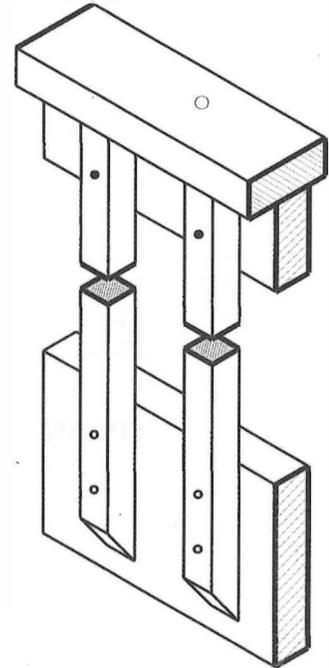
Notes:

1. Provide a suitable post, return, or solid support at each end of the guard.
2. Wood for cantilevered pickets shall be Douglas Fir-Larch, Spruce-Pine-Fir, or Hem-Fir Species.
3. Fasten rim joist to blocking with 3 - 82 mm (3 1/4") nails.
4. Dimensions shown are in mm unless otherwise specified.
5. Where 38 mm (2" nominal) thick boards are used, the length of the wood screws shall be not less than 76 mm (3").

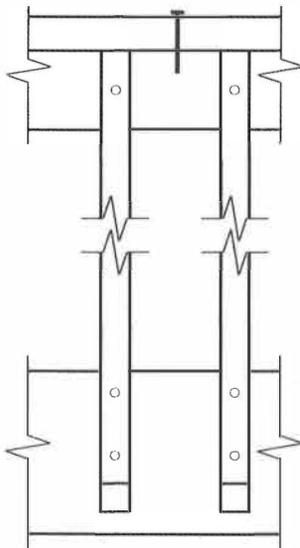
Guard Option 2
ED-1



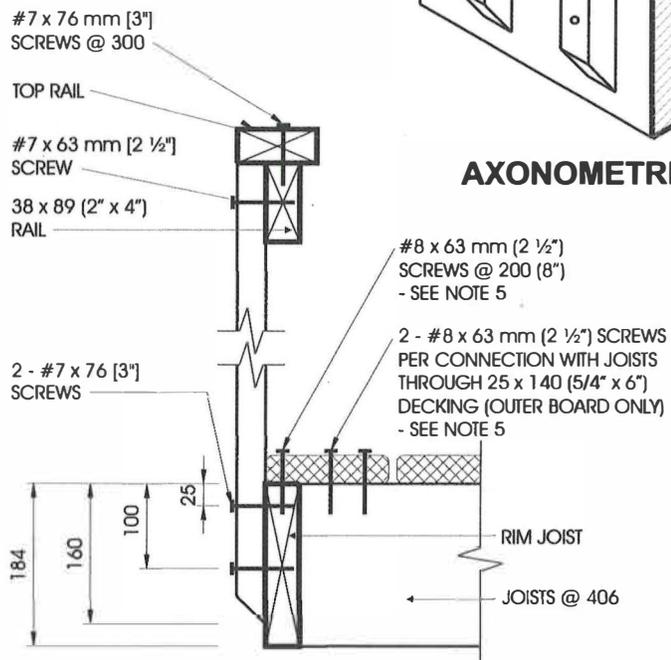
PLAN



AXONOMETRIC



FRONT ELEVATION



SIDE ELEVATION

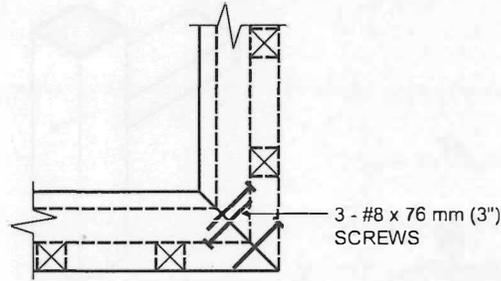
Detail ED-1

Exterior Connection: Cantilevered Picket Screwed to Rim Joist

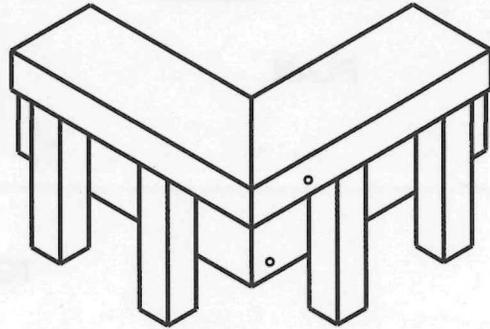
Notes:

1. Provide a suitable post, return, or solid support at each end of the guard.
2. Wood for cantilevered pickets shall be Douglas Fir-Larch, Spruce-Pine-Fir, or Hem-Fir Species.
3. Fasten rim joist to each floor joist with 3 - 82 mm (3 1/4") nails.
4. Dimensions shown are in mm unless otherwise specified.
5. The outer deck board shall not be less than 140 mm (6" nominal) wide. Where 38 mm (2" nominal) thick boards are used, the length of the wood screws shall be not less than 76 mm (3").

**Guard Option 2
ED-5**

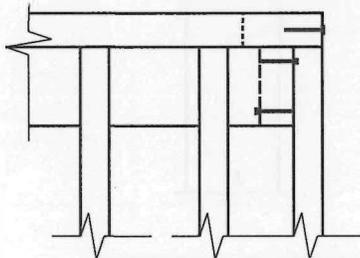


PLAN TOP RAIL

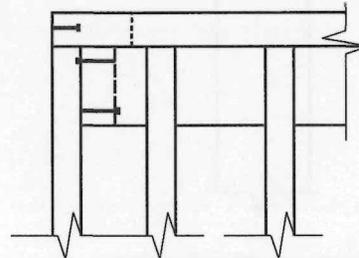


AXONOMETRIC

ONE FASTENER IN HORIZONTALLY ORIENTATED PORTION OF TOP RAIL
AND TWO IN VERTICALLY ORIENTATED PORTION.



FRONT TOP RAIL



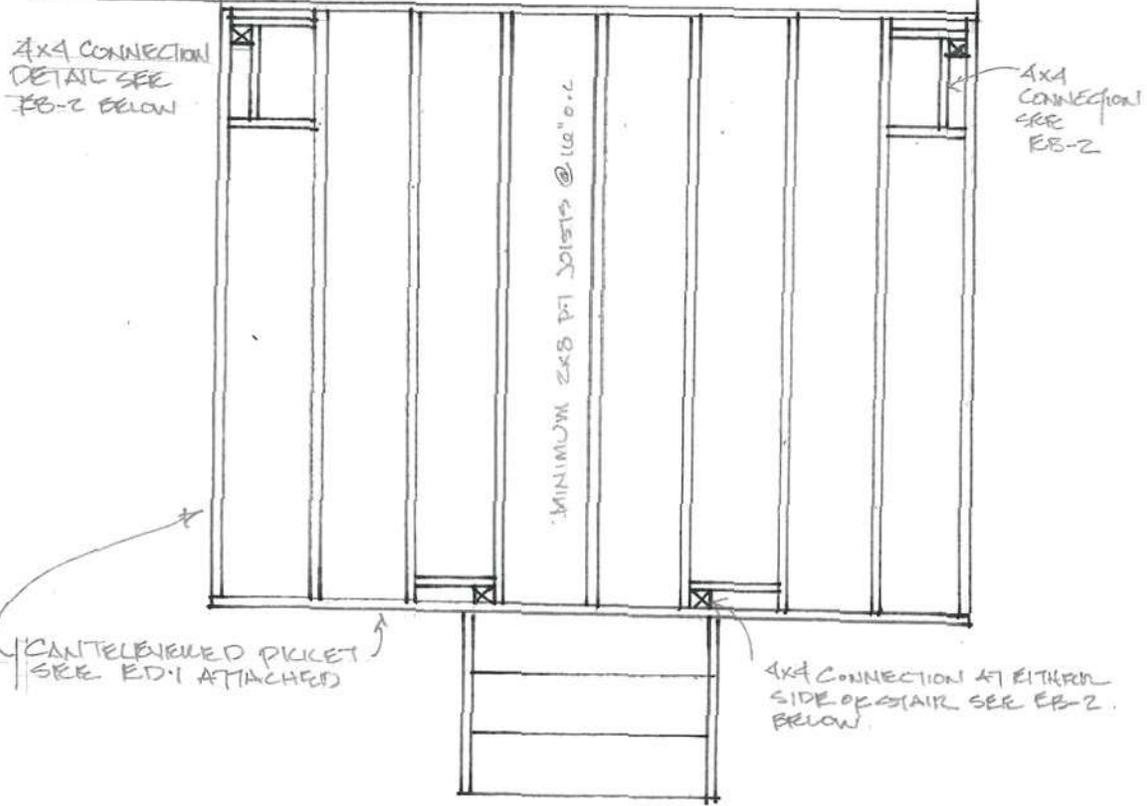
SIDE TOP RAIL

Detail ED-5

Exterior Connection: Corner Joint

Notes:

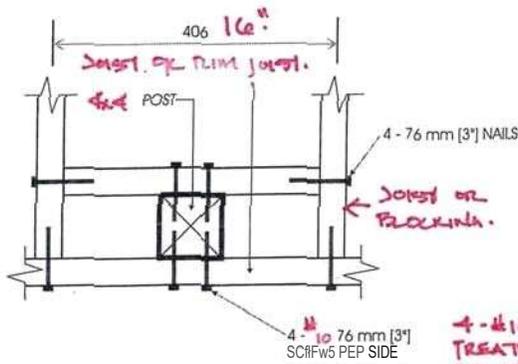
- 1. Screws fastening pickets are omitted for clarity.
- 2. Provide a minimum of 10 pickets beyond the return if end restraint of the guard is provided by this return detail only.



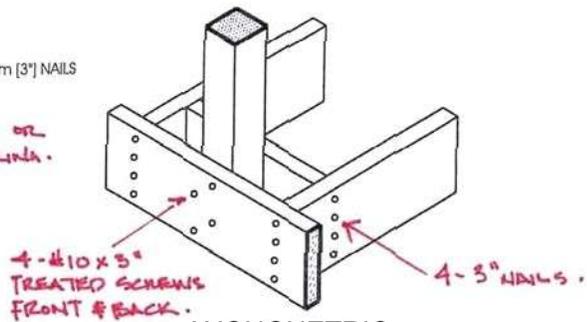
CANTILEVERED PICKET CONNECTION DETAIL

SCALE 1/2" = 1'-0"

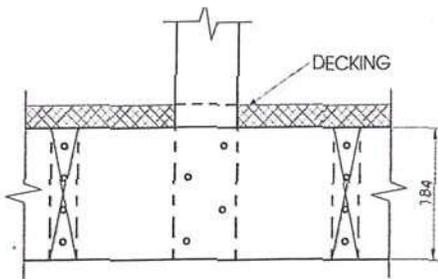
DETAIL EB-2 FROM OBC SB-7



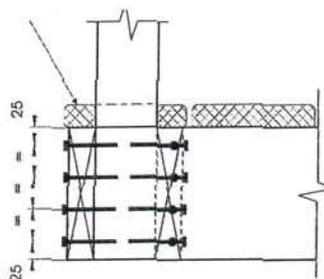
PLAN



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FRONT ELEVATION



SIDE ELEVATION