

# Navigating...

# The Design & Permitting Process for New & Relocatable Modular Buildings



# Introductions

Integrity • Clarity • Transparency • Trust



## WHO WE ARE

Crosscheck Modular Consulting was founded to make permitting, compliance, and regulatory requirements easier to navigate in the modular construction industry.

With hands on experience across Canada, Crosscheck bridges the gap between manufacturers, contractors, designers, and building officials. Helping projects move forward with clarity and confidence.

## OUR PROJECTS

- Preparing Quality Assurance Manuals for CAN/CSA A277
- Building Code Reviews
- Review, Design and Permitting as required for Relocatable Structures



# What's the Difference?

**Modular construction is often viewed as a faster alternative to conventional construction. But new modular construction and relocatable modular construction have very different approval pathways.**

## **A RELOCATABLE BUILDING COMES WITH A HISTORY**

- Where was it originally constructed?
- Under what code?
- When was it constructed?
- What documentation exists?
- Has it been modified?
- What condition is it currently in?
- What will be required at the new site?

## **THE BIGGEST MISCONCEPTION**

"If the building was approved at its original location, it should automatically be approved at its new location."



# New vs. Relocatable

NEW MODULAR = **DESIGN → BUILD → TRANSPORT → INSTALL**

RELOCATABLE MODULAR = **INVESTIGATE → ASSESS → MODIFY →  
TRANSPORT → INSTALL → DEMONSTRATE COMPLIANCE**

## NEW MODULAR

- New construction
- Designed for specific site
- Current code/design basis established from beginning
- New engineering
- New materials/components
- Factory QA from beginning
- Designed around transportation
- Site-specific foundation
- New permit package

## EXISTING MODULAR

- Existing construction
- Existing building being adapted to new site
- Original code/design basis must be established
- Existing documentation + assessment + new engineering
- Existing & new components
- Existing QA/certification history may need to be established
- Transportation may require modifications
- Existing building & new foundation/site
- Existing documentation & relocation permit package



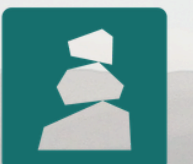
**NEW MODULAR = DESIGN → BUILD → TRANSPORT → INSTALL**

**RELOCATABLE MODULAR = INVESTIGATE → ASSESS → MODIFY  
→ TRANSPORT → INSTALL → DEMONSTRATE COMPLIANCE**



# The New Modular Building Process

- PROJECT DEFINITION
- CODE ANALYSIS
- DESIGN
- FACTORY CONSTRUCTION
- TRANSPORTATION
- SITE INSTALLATION
- SITE INSPECTIONS & APPROVALS
- OCCUPANCY



# Relocatable Modular Building Process

**"Before we can design the relocation, we have to understand the building we already have."**

## STEP ONE

### **Building Investigation**

What is the building?  
When was it built?  
Where was it built?  
What code was it built under?  
Who manufactured it?  
Was it certified?  
Is there an existing certification label?  
Are drawings available?  
Are engineering documents available?  
Are inspection records available?  
Has it been modified?

## STEP TWO

### **New Code Assessment**

A. What was it originally designed to?  
B. Has the code changed since original construction?  
C. What condition is it in today  
D. What does the receiving jurisdiction require?

## STEP THREE

### **New Permit Design**



# Permitting Process New vs. Relocatable

The relocatable process has additional investigation and uncertainty at the front end highlighting the importance of early design, engineering, and building official engagement.

## NEW MODULAR

Owner / Developer → Design Team → Code Analysis → Factory / QA  
→ Building Permit → Factory Construction → Transportation → Site  
Installation → Final Inspections → Occupancy

## RELOCATABLE MODULAR

Owner / Developer → Existing Building Investigation → Documentation  
Review → Condition Assessment → Code Gap Analysis →  
Relocation/Modification Design → Transportation Engineering →  
Site/Foundation Design → Building Permit → Relocation → Site Installation  
→ Required Upgrades → Inspections/Testing → Occupancy



# Common Pitfalls

**"The cheapest time to find a problem is before the building is on the truck."**

1. Assuming previous approval transfers to the new site.
2. Not identifying the original code basis.
3. Insufficient existing-building documentation.
4. Assuming an existing building is automatically code compliant.
5. Not completing a condition assessment before design.
6. Waiting until the permit submission to involve the AHJ.



# Early Engagemnet with AHJ

## Why Engage the Building Official Early?

"For a relocatable modular building, early consultation with the Building Official can help establish what is required, what may be accepted as an existing condition, and where alternatives or exceptions may be available. Before significant design, engineering and permitting costs are incurred."

- **CONFIRM PERMITTING REQUIREMENTS UPFRONT**
- **IDENTIFY LOCAL REQUIREMENTS AND PROCESSES.**
- **CLARIFY HOW AN EXISTING BUILDING WILL BE TREATED.**
- **IDENTIFY AVAILABLE VARIANCES, ALTERNATIVES AND EXCEPTIONS.**
- **CONFIRM WHAT DOCUMENTATION WILL BE REQUIRED.**
- **CREATE A CLEAR PATH TO OCCUPANCY**



# Key Takeaways

## NUMBER 1

### INVESTIGATE

Know the building you have.

## NUMBER 2

### UNDERSTAND

Know the code, history and documentation.

## NUMBER 3

### ENGAGE

Talk to the AHJ early.

## NUMBER 4

### DESIGN

Address the building and the new site.

## NUMBER 5

### VERIFY

Demonstrate compliance before occupancy.

*“Relocating a modular building isn’t simply moving a building from Point A to Point B. It is taking an existing building, understanding its history and condition, adapting it to a new site, and demonstrating that it can meet the requirements of that new location.”*



# Thank You!

 [Learn More](#)

**"The earlier you understand the building, the site, the code and the AHJ's expectations, the more predictable and successful the relocation becomes."**



Crosscheck Modular Consulting