

PLANNING & DEVELOPMENT SERVICES
BUILDING AND CODE REGULATIONS

Mobile Home Permit Checklist

When you upload your permit documents in **pdf format** for a tie-down of a Mobile Home, or Park Model, you should use the following checklist to determine if your submittal is complete. Only complete submittals will be accepted for processing. Please call our staff in Building and Code Regulations at 772-462-1553 if you have any questions.

ITEM	COMMENTS
<u>Please Note</u>	All information is to be submitted in digital format through the CSS Portal with verifiable digital signatures, where applicable.
Notice of Commencement	A recorded Notice of Commencement for all construction with a value exceeding \$5000 and mechanical work exceeding \$15,000 must be filed with the County and posted on the jobsite prior to the first inspection.
Permit Worksheets	Complete drawings showing all methods of tie-downs, describing 3-way strapping, blocking, piers, anchor types, locations, etc. Drawings to be of the exact unit being installed. Detail each type of system to be used on plans. Please refer to F.A.C. 15C-1 & 2 for additional information.
Set-up Manuals	Manufacturer's set-up and installation manual.
Blocking Diagrams	Provided by the manufacturer or in conformance with 15C-1 F.A.C. Also see the flood section, if applicable
Survey	Surveys are required for all building permits involving a primary structure, and for all accessory structures with a construction value exceeding \$10,000. The surveys must be digitally signed/sealed by a registered Florida surveyor with a verifiable digital signature.
Parking Spaces	The survey must show the location of the parking spaces. Two 10-foot by 18-foot parking spaces are required for Mobile Home parks or Two 8 - foot by 18-foot parking spaces for Mobile homes on Hutchinson Island .
Subcontractor Agreement	A notarized subcontractor agreement with original signature is required for <u>each</u> subcontractor on the job. The building permit cannot be issued until it has been determined that all subcontractors are properly licensed and registered. The use of unlicensed contractors is prohibited.
Filled Land Affidavit	This form is required for all construction, except for interior renovation. It must bear the original notarized signature of the property owner. This affidavit serves to notify the property owner of their responsibility to not adversely impact their neighbor's properties with stormwater drainage and runoff.
Penetrometer Test	Required with permit application, must be signed by the Installer.

Stair Details	Must meet requirements for stairs and landings per FBC and include anchoring details.
County Health Department Septic Approval	If you are planning to use a new or existing septic system, or if you are adding bathrooms, you must obtain Health Department approval for the system. Documentation showing the original Health Department approval stamp must be included.
Recorded Warranty Deed	If the property has been purchased within the last six months, our records may not yet be up to date. In this case, please provide a recorded warranty deed to verify ownership.
Mobile Home Inspection Reports (relocation only)	Must be prepared, digitally signed, and sealed by a Florida registered professional engineer or architect.
Copy of Title (relocation only)	Copies of both sides of the title are required. If multiple units, provide a copy for each unit.
Flood Elevation Certificate	<p>If your property is located within a designated flood zone or seaward of the CCCL, you are required to file the following: Formboard Survey and Flood elevation certificates as shown below digitally signed and sealed by a Florida Registered Surveyor:</p> <ol style="list-style-type: none"> 1. Formboard survey for approval prior to placement of concrete. 2. Under Construction Flood Elevation Certificate, no later than 21 days following the placement of concrete. 3. Under Construction Flood Elevation Certificate, upon placement of the lowest horizontal structural member. 4. Final Elevation Certificate upon completion of the work showing all required information, photos, and documentation.
V- Zone Design Certificate	If your property is in a V-zone and/or seaward of the CCCL, a V-zone design certificate must be digitally signed and sealed by the Designer of Record and included with the permit submission.

NOTES:

- ❖ Additional information beyond that contained in the above checklist may be required to ensure a complete review of your building permit application.
- ❖ All impact fees will have to be paid at the time of permit issuance.
- ❖ You are required to call for all inspections as indicated on your building permit and for a final inspection.