

Application Checklist for Mobile Home Installation

- _____ Completed Application Checklist for Mobile Home Installation (this form)
- _____ Completed Application for Building Permit
- _____ Completed Supplemental Information for Mobile Home Installation
- _____ Current title of mobile home unit in name of property owner and stating year of mobile home
- _____ Recorded Notice of commencement
- _____ Two (2) copies of boundary survey with location and elevation of existing septic mound, if applicable, elevation of surrounding natural grade, flood plain designation, and location of protected trees
- _____ Two (2) copies of Site Sketch (or annotate the required survey) showing location of the mobile home on lot, proposed elevation of the finished floor, proposed elevation of grade under mobile home unit and five-foot level area around perimeter of unit, elevation of top of mound of existing or proposed septic system, drainage arrows depicting how site drains to roadway or alleyway, location and elevation of HVAC system, and proposed location of Florida Power & Light pole. Electrical pole shall be installed a minimum of three feet from the home.
- _____ Two (2) copies of installation details from the manufacturer with anchoring details and columns
- _____ Copy of Permit from Health Department for septic tank or Clearance Letter to use existing septic system. For new septic systems, the septic tank must be at least 15 feet from the property line, and a final inspection by the Health Department is required prior to Certificate of Occupancy.
- _____ Unit certified by a State of Florida licensed engineer to current standards for used mobile homes with statement that unit has not been modified from its original manufactured condition and listing the HUD wind zone applicable to the certification
- _____ Manufacturer sticker (HUD decal) location
- _____ HUD Serial Number
- _____ HUD Wind Zone
- _____ Installer's decal location (decal shall be immediately next to HUD decal)
- _____ Installer's Decal Serial Number
- _____ Culvert and/or driveway permit application, if applicable
- _____ Plumbing Subcontractor noted on Building Permit Application, if applicable.
- _____ Electric Subcontractor noted on Building Permit Application, if applicable
- _____ HVAC Subcontractor noted on Building Permit Application, if applicable
- _____ Skirting Subcontractor noted on Building Permit Application, if applicable. Skirting is required on all four sides with venting and access per HUD installation standard CFR 3285.505 and vapor retarder per HUD installation standard 3285.204.
- _____ Deck, patio or stairs Subcontractor noted on Building Permit Application, if applicable
- _____ Vinyl siding Subcontractor noted on Building Permit Application, if applicable. For used mobile homes, when determined by the City, new vinyl siding shall be installed and properly sealed per HUD installation standard CFR 3285.801.
- _____ Photograph of used mobile home reflecting pitched roof. All roofs shall be sloped a minimum of 1:4.
- _____ Floodplain Elevation Certificate, if applicable. If located within a floodplain, skirting shall allow for the flow of water and an elevation certificate shall be provided prior to final inspection.

(Applicant Signature)

Date: _____

(Print name)

(address of proposed mobile home unit)

An application to install a mobile home shall be approved prior to dropping off unit on lot. Only activities related to permitting of a septic system and preparation for the pre-set inspection may occur prior to release of the mobile home installation permit. If fill is placed on site prior to issuance of mobile home installation permit, a separate excavation and fill permit will be required. Fill shall be placed on lot at location of proposed mobile home and at least five-foot perimeter thereto level with the top of the septic tank with an additional gradual slope of 1:4 maximum. Fill shall be stabilized within 5 days of placement of mobile home on property.

A mobile Home Installer is allowed to set and anchor a mobile home unit, connect electric between units, and connect site plumbing to unit and to subcontract with licensed contractors to perform other work such as plumbing, electric, HVAC, or any work related to skirting, decks, stairs, driveways, etc.

All disturbed areas of the lot shall be re-sodded and required trees installed prior to Certificate of Occupancy. Applicant shall allow for an interior inspection prior to Certificate of Occupancy. Interior sub-flooring must be sound and contain wet area sealants per HUD construction and safety standard CFR 3280.305(g)(2).

In addition to the required building permit fees, an applicant may also be required to pay Impact fees, Solid Waste fees, Stormwater Impact Fees, Zoning Certificate fee, and other miscellaneous fees.