



GROWTH AND RESOURCE MANAGEMENT

Building and Zoning
123 West Indiana Avenue
Deland, FL 32720

(386) 736-5929 Fax (386) 943-7096

MOBILE HOME PERMIT SUBMITTAL CHECKLIST

Directions: Place a checkmark by all items that are included in the package, and a N/A by those items not needed.
One complete permit package is required & all items must be addressed and in proper order.

Contractor or Owner/Builder \_\_\_\_\_

Jobsite Address (complete) \_\_\_\_\_

Submitted Received

- [ ] [ ] Complete Application (Front & Back) must include name & license number of subcontractors
\*\* Owner/Builder must personally appear in office & sign application \*\*
[ ] [ ] Owner/Builder Disclosure Statement (Owner/Builder Permits only)
[ ] [ ] Private Provider Documents, if applicable
[ ] [ ] Notice of Commencement Affidavit with a copy of the Notice of Commencement that has been filed with the Clerk of the Circuit Court, or the Recorded/Certified Notice of Commencement.
[ ] [ ] Agent Authorization Letter
[ ] [ ] Water Receipt or Well Permit Receipt listing jobsite address
[ ] [ ] Septic Tank Permit, Septic Receipt or Sewer Receipt listing jobsite address
[ ] [ ] Energy Forms with complete jobsite address, signed & dated (2 copies of 600C-04R)
[ ] [ ] Affidavit of Drainage Control form (signed by owner & notarized)
[ ] [ ] Elevation Certificate (Required if building is located in a 100 year Flood Hazard area)
[ ] [ ] Storm Water Application, with 2 scaled copies of storm water & vegetation plans, if applicable
[ ] [ ] Crown of the Road Variance Application with 1 scaled site plans showing existing & proposed elevations & drainage patterns, if applicable
[ ] [ ] 1 Original Sealed Boundary Survey with Flood Zone Certification to Federal Flood Insurance Rate maps, dated April 15, 2002 - Or - 2 Site Plans only if inside a Mobile Home Park
[ ] [ ] 1 copy of Site plan for Zoning (Show to scale, existing & proposed site improvements, with location of well & septic (If applicable)
[ ] [ ] 1 copy for Tree review indicating the area to be cleared & location of tree protection barrier, if not exempt from the Tree Ordinance
[ ] [ ] 1 copy for Driveway review if connecting to a County road. (Show driveway & apron dimensions).
[ ] [ ] 1 copy if Wetlands on site
[ ] [ ] 1 copy if county is providing water & sewer to this location
[ ] [ ] DOT permit (Dept. of Transportation) is required if on a state road
[ ] [ ] Recorded Warranty Deed if property has transferred within the last 6 months (If applicable)
[ ] [ ] Mobile Home Attachments (carport, utility shed, screen room, etc) must be designed by a Florida registered Architect or Engineer to meet the requirements of the 2007 Florida Building Code, section R301.2, signed, sealed & dated
[ ] [ ] Mobile Home Set-Up Information: (New Mobile Homes only) Manufacturer's blocking diagram showing shearwall locations and centerline loading, the manufacturer's installation manual and a completed HUD Approved, (Used & New Mobile Homes) manufactured Home Installation Worksheet

I hereby acknowledge that the above mentioned plan requirements are hereby submitted with my permit application. I fully understand that if the minimum requirements (documents & plans) have not been met, the review, processing and issuing of my permit will be delayed. I further understand that I must submit plans in accordance with the requirements of the 2007 Florida Building Code for any attachments to the Mobile Home.

Signature \_\_\_\_\_

Date \_\_\_\_\_

(Contractor, or Authorized Agent)