



# 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 1100B-08**)
- 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 current Federal Flood Insurance Rate maps – 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 \_\_\_\_\_  
(Contractor, or Authorized Agent)

Date \_\_\_\_\_