VOLUSIA COUNTY
TEMPORARY MOBILE HOME PERMIT SUBMITTAL CHECKLIST

For licensed Mobile Home Installer hired by the owner of the below referenced parcel and that the residence located at the below location has been determined "unsafe" or "restricted use" by Volusia County due to damage caused by the tornado events of 2006 & 2007. Proposed housing unit is to be a temporary mobile home dwelling on residential and agricultural zoned property. OWNER BUILDERS MUST NAME A LICENSED MH INSTALLER AS A SUBCONTRACTOR.

Contractor _____

Jobsite Address (**complete**)_____

Submitted	Received	
_____	_____	***Complete Application*** (Front & Back) must include name & license number of subcontractors
_____	_____	***Notice of Commencement Affidavit*** with a **copy** of the Notice of Commencement that has been **filed** with the Clerk of the Circuit Court. If the Notice of Commencement Affidavit is not submitted with the permit package, then the **Certified** Notice of Commencement **MUST** be received before permit will be issued
_____	_____	***Septic Tank Waiver*** listing jobsite address
_____	_____	***Energy Forms*** with **complete** jobsite address, signed & dated (3 copies of 600C-01)
_____	_____	***Elevation Certificate*** (Required if building is located in a 100 year Flood Hazard area)
_____	_____	***Storm Water Application***, (S.W.I.M.) with 3 scaled copies of storm water & vegetation plans, if applicable
_____	_____	Crown of the Road ***Variance Application*** with 2 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
		Copies of Survey (Showing to ***scale existing & proposed*** site improvements, with location of well & septic (If applicable)
_____	_____	**2 copies** for **Zoning**, must be attached to construction plans
_____	_____	**1 copy** for **Tree/Wetlands**
_____	_____	Agent Authorization Letter
_____	_____	***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
_____	_____	***Mobile Home Attachments*** (carport, utility shed, screen room, etc) must be designed by an ***Architect or Engineer*** to meet the requirements of the ***2004 FBC-R, section R301, signed, sealed and dated***
_____	_____	***Recorded Warranty Deed*** if property has transferred within the last 6 months (If applicable)

I herby 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 **2004 Florida Building Code** for any attachments to the Mobile Home.

Signature_____ Date_____
(Contractor, or Authorized Agent)

09-Feb-07