



## Permit Guide for Manufactured/Mobile Homes

Department of Growth Management

February 2012

Manufactured/Mobile homes are not subject to construction regulations specified in the Florida Building Code as are site-built homes. Since these homes are “pre-built” at an assembly plant and then transported from state to state, they are subject to federal construction regulations found in the Federal Mobile Home Construction and Safety Standards (46 USC et. seq.). The installation of manufactured/mobile homes is regulated by the Florida Division of Motor Vehicles under Chapter 15C-1, Florida Administrative Code. These regulations govern such items as site preparation, foundations, anchors, tie-downs, etc. The installation of a manufactured/mobile home on a lot or site requires a building permit. Building permits can be purchased by licensed mobile home installers or the owner of the mobile home. If a homeowner wishes to obtain the permit, they must hire a licensed mobile home installer to do the work. They will need to know the installer’s company name and their state license number. A permit must be obtained prior to placing a manufactured/mobile home on a lot or site.

### Submittal Requirements Checklist:

1. \_\_\_\_\_ Mobile Home Permit Application. The application must be fully completed, signed, and notarized.
2. \_\_\_\_\_ Proof of property ownership. This can be a recorded deed, closing statement, or Property Appraiser property tax information.
3. \_\_\_\_\_ Proof of water and sewer. This can be obtained from the water/sewer service provider for the area where the home will be located. Proof can be in the form of tap fee receipts. For homes on septic tanks, a copy of the approved septic tank permit issued by the Okaloosa County Health Department is required.
4. \_\_\_\_\_ Two sets of foundation and tie-down plans. These must be completed by a licensed mobile home installer.
5. \_\_\_\_\_ Three Copies of a Certified Survey or Site Plan.
6. \_\_\_\_\_ Fire Impact Receipt. A receipt showing that the fire impact fee has been paid. *This is required only for newly placed mobile/manufactured homes. (Not applicable for mobile/manufactured homes being placed in existing mobile home parks.)*
7. \_\_\_\_\_ Special flood hazard zones. Manufactured/mobile homes to be located in special flood hazard zones (A or V zones) are subject to elevation requirements and other associated flood damage prevention regulations. Flood zone information is available at our offices or online at [www.co.okaloosa.fl.us](http://www.co.okaloosa.fl.us) (Click on OCGIS WebGIS>Accept>Enter Parcel ID, Owner Name, or Property Address>click Search>click Layers tab>click Accept>click Local Planning>click FEMA FIRM Zones>Refresh Map.)

For further information, please contact one of our offices:

1250 Eglin Pkwy N, Suite 301  
Shalimar, FL 32579  
850.651.7180  
FAX 850.651.7058

812 E. James Lee Blvd.  
Crestview, FL 32539  
850.689.5080  
FAX 850.689.5088



# Mobile Home Permit Application

Department of Growth Management

April 2012

**BUILDING PERMIT #:** \_\_\_\_\_

**CUSTOMER #:** \_\_\_\_\_

Mobile Home Owner's Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Mobile Home Owner's Address \_\_\_\_\_ Fax #: \_\_\_\_\_

Mobile Home Owner's E-mail Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Installer/Dealer's Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Installer/Dealer's E-mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

Installer/Dealer's FL Dept. of Highway Safety & Motor Vehicles License No: \_\_\_\_\_

Installer/Dealer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## **SITE LOCATION INFORMATION**

Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision/PUD: \_\_\_\_\_

Mobile home Park Name: \_\_\_\_\_

Job Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

---

### **(Plans Examiner use only)**

Plans Accepted \_\_\_\_\_ or Rejected: \_\_\_\_\_  
(1<sup>st</sup>) (2nd) (3rd)

Occupancy Type/Use Classification: \_\_\_\_\_ Group: \_\_\_\_\_

Project is  / is not  located in the Wind Borne Debris Region.

**ZONING INFORMATION**

Zoning District: \_\_\_\_\_ Future Land Use: \_\_\_\_\_

Has the lot/parcel been split? Yes:  No:  If yes, when? \_\_\_\_\_

Variance: Yes:  No:  If yes, when? \_\_\_\_\_ Special Exception: Yes:  No:  If yes, when? \_\_\_\_\_

Parcel vacant? Yes:  No:  Easements on the property? Yes:  No:

Parcel located on Tidal Water? Yes:  No:  Parcel located on Non-Tidal Water? Yes:  No:

**Flood Zone:** \_\_\_\_\_  
Flood Zone Designation

**NOTES:**

- A) **All hazardous flood zones require an Elevation Certificate before a permit can be issued.** (Construction in the V-Zone areas will require Elevation Certificates and Anchoring Certificates). Residential finished floor elevations should be constructed 12" above the actual crown of the road abutting the subject property if located in non-hazardous flood zones.
- B) A certified survey or plot plan drawn to scale is attached hereto showing existing structures, new structures setbacks, easements etc.
- C) An "AS LOCATED" survey showing the location of the mobile home must be submitted for individual lots prior to power being called to the utility company. The survey shall be prepared by a State of Florida Registered Land Surveyor and certified by his seal. This is not required if the mobile home is in a Mobile home Park.

**AFFIDAVIT**

Application is hereby made to obtain a permit to do the work and installation as indicated. I certify that no work, installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for Electrical, Plumbing, Mechanical and Gas work, Signs, Pools, Furnaces, Boilers, Heaters, Tanks, Air Conditioners etc.

I \_\_\_\_\_ certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Owner/Agent/Contractor**  
(circle the one that applies)

**NOTARY INFORMATION:**

STATE OF: \_\_\_\_\_  
COUNTY OF: \_\_\_\_\_

The above license holder/owner, whose name is \_\_\_\_\_, personally appeared before me and is known by me or has produced identification (type of I.D.) \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary's Signature My Commission Expires \_\_\_\_\_