

Permitting Process for Mobile Home Applications Building Department (863)402-6643

Plan review is required on applications and review times vary depending on the type of project. An application for a Mobile Home permit must be submitted with the pentrometer test, tie down/blocking/anchoring schedule. Plan Review of \$15 is due at the time of submittal. (If the mobile home is used you will need a pre-move inspection, and the fee is \$54.00 if approved follow this procedure)

Forms Needed

Mobile home Permit Application	Plot Plan or Septic Tank Application
Engineering Driveway Permit Application (Forms can be obtained at the County Engineer's Office)	Non-Maintained Access Form if on non-maintained road (you must record this form at the Government Center-Recording Division)
Energy Form	If in M-2 Zoning, approval from Park Manager is needed
Boundary Survey prepared by a professional survey is required at the time of permitting and a location survey must be submitted before a C.O. can be issued. (Not Required for Additions)	If you are putting any additions on, they will be a separate Permit and will need plans sealed by an engineer.
Well Affidavit if not in the Ridge area or if utilizing an existing well (a potable water test is required before final C.O. if you are on a well)	If in a special flood hazard area (SFHA) then a pre-elevation and a final elevation is required. Mobile Home must be elevated 2' above the BFE.

After Forms are Completed

The following approvals will be needed prior to permit issuance: Zoning Department, Planning Department and 9-1-1 Addressing.

The Septic Tank permit will need to be issued, and the perc test done prior to issuance of the building permit.

The Engineering driveway permit will need to be issued, and a preliminary inspection done by Engineering before the building permit can be issued. If utilizing an existing driveway an existing driveway permit is required.

You will need to have the utility connection receipts or a letter from the utility provider stating central water or sewer is available for the proposed site if applicable. You will also need approval from the Park Manager on properties zoned M-2.