



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 (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:

1804 Lewis Turner Blvd
Fort Walton Beach, FL 32547
850-651-7180

812 E James Lee Blvd (US 90 E)
Crestview, FL 32539
850-689-5080



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: _____
(1st) (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 _____