



## PLANNING & DEVELOPMENT SERVICES DEPARTMENT

### Mobile Home Tie Down Permit Checklist



When you submit your building permit application for a tie-down of a Mobile Home, or Park Model, you should use the following checklist to determine if your application submittal is complete. Only complete applications will be accepted for processing. Please call our staff in Growth Management at 772-462-1553 if you have any questions.

ITEM	HOW MANY?	COMMENTS
<b>Building Permit Application</b>	1	A completely filled out building permit application must be submitted, including all required information and enclosed forms. The application must be signed by the applicant and notarized.
<b>Notice of Commencement</b>	1	A recorded Notice of Commencement for all construction with a value exceeding \$2,500 has to be submitted at time of building permit application.
<b>Permit Worksheets</b>	2	Two (2) complete drawings showing all methods of tie-downs, describing 3 way strapping, blocking, piers, anchor types, locations, etc. Drawings to be of the exact unit being installed. Detail each type of system to be used on plans. Installations sheets and set-up manuals.
<b>Set-up Manuals</b>	2	Manufacturer's set-up and installation manual.
<b>Blocking Diagrams</b>	2	Provided by manufacturer.
<b>Surveys Plot Plans</b>	2	Surveys are required for all building permits involving a primary structure, and for all accessory structures with a construction value exceeding \$10,000. The surveys must be signed/sealed by a registered Florida surveyor. <b><u>All surveys</u></b> must be stamped by the Health Department if a septic permit is required.
<b>Parking Spaces</b>		The survey must show the location of the parking spaces. Two 8x18 parking spaces are required for Mobile Homes.

<b>Subcontractor Agreement for Electric, Plumbing &amp; HVAC</b>	1 each	One subcontractor agreement with original signature is required for each subcontractor on the job. The building permit cannot be issued until it has been determined that all subcontractors are properly licensed and registered. The use of unlicensed contractors is strictly prohibited.
<b>ITEM</b>	<b>HOW MANY?</b>	<b>COMMENTS</b>
<b>Filled Lands Affidavit</b>	1	This form is required for all construction, except for interior renovation. It must bear the original notarized signature of the property owner. This affidavit serves to notify the property owner of their responsibility not to adversely impact their neighbor's properties with storm water drainage and runoff.
<b>Penetrometer Test</b>	1	Required with permit application, just be signed by the Tiedown Contractor.
<b>Stair Details</b>	2	Must meet requirements for stairs and landings per FBC and include anchoring details.
<b>County Health Department Septic Tank Permit</b>	1	If you are planning to use a new or expanded septic tank, or if you are adding bathrooms, you must first obtain Health Department approval for the system. <b><u>All floor plans and all surveys plans</u></b> must bear the original Health Department approval stamp.
<b>Recorded Warranty Deed</b>	1	If the property has been purchased within the last six months, our records may not yet be to date. In this case we must see a recorded warranty deed in your name to verify ownership.
<b>Flood Elevation Certificate</b>	1	If your property is located within a designated flood zone you are required to file an original flood elevation certificate signed/sealed by a Florida registered surveyor no later than 21 days following the pouring of the first habitable floor.
<b>Vegetation Removal Permit Need (1) survey or Plot Plan</b>	1	All residential properties of any size and all commercial or industrial projects require a completely filled out vegetation removal application. A specific plan for tree removal and preservation is required. If you have any questions please contact the Environmental Resource Department at 772-4622526.
<b>Mobile Home Inspection Reports (for relocation only)</b>	2	Must be prepared, signed and sealed by a Florida registered professional engineer or architect.

<b>Copy of Title (for relocation only)</b>	2	Copies of both sides of title are required. If multiple units, provide copies for all.
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- ❖ Additional information beyond that contained in the above checklist may be required in order to ensure a complete review of your building permit application.
- ❖ All impact fees will have to be paid at the time of permit issuance.
- ❖ You are required to call for all inspections as indicated on your building permit and for a final inspection.

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