



Building Department
CHECKLIST FOR MOBILE HOMES/MANUFACTURED HOMES

Pre-Approval required by:
Planning Department

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number, pin number and DPCR#
- Site address and lot #
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Description of work
- Conditioned space square footage
- Total sq. footage
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Pier detail
- Driveway location map, if applicable
- Site plan showing location of lot within development
- Installation Manual
- Owner's Manual
- Installation Worksheet
- Mobile Home Inspection Report, required only on used mobile homes
- Sub-contractor agreements for mechanical, electrical and plumbing
- Debris Form
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to the Building Department prior to scheduling the first inspection.)

NOTES:

- If the structure is located in a special flood hazard area (SFHA), the application is subject to review for flood regulations.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.