

MOBILE HOME PERMIT APPLICATION CHECKLIST

BUILDING DIVISION 527-5310; INSPECTION LINE: 527-5266
Health Department 527-5283 or 527-5285 Land Development 527-5239
Web site: <http://www.citrusbocc.com/plandev/building/building-division.htm>

Minimum living area required is 600 square feet for mobile homes with a 12 feet minimum width – LDC Section 1500 - Residential Design Manufactured Homes (RDMH) certified as meeting current standards of the Department of Housing and Urban Development (HUD), and approved as meeting the National Manufactured Housing Construction and Safety Standards which appear in Title 24 Code of Federal Regulations, Part 3280.S.

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR PROCESSING****

1. **NON-REFUNDABLE APPLICATION FEE**
2. **BUILDING PERMIT APPLICATION** - Indicate the Electric Utility Company. Also, please include on the application the **year, make, model, size and value of Mobile/Modular listed.**
3. **PROOF OF OWNERSHIP OF THE PROPERTY** (certificate of title, recorded deed or current tax notice, etc.)
4. **PROOF OF REPLACEMENT HOME** (if applicable). If replacement, provide proof that residence was permitted and occupied on or after January 5, 1986.
5. **PROVIDE COPY OF DOCUMENTATION THAT MOBILE HOME WAS CONSTRUCTED AFTER JULY 1994. (IF CONSTRUCTED PRIOR TO 1994, A RAISED SEALED LETTER FROM ENGINEER STATING THAT THE HOME IS IN EXCELLENT OR HABITABLE CONDITION IS REQUIRED).**
6. **TREE PRESERVATION AFFIDAVIT**
7. **RIGHT OF WAY AFFIDAVIT** – Signed affidavit regarding right-of-way restoration and/or the safety code unit was constructed to
8. **FIRST FLOOR VARIANCE APPLICATION** (when floor elevation is less than 12" above the crown of any abutting roadway)
9. **OWNER/BUILDER DISCLOSURE AFFIDAVIT** (if applicable; for all work being performed by the Property Owner)
10. **RAISED SEAL FLOOD ELEVATION SURVEY WITH SPOT ELEVATIONS WHERE STRUCTURE IS TO BE LOCATED** – Required if any part of the property is in A zone or V zone – **ALWAYS check property flood zone before submitting application by call the Building Division at 537-5310.**
11. **THREE (3) SETS OF ENGINEERED STORMWATER MANAGEMENT PLAN** – (See LDC Chapter 6)
12. **THREE (3) COPIES OF SITE PLAN**: drawn to scale of 1" = 30' (one inch equals 30 feet)
13. **THREE (3) SETS OF ENGINEERED CERTIFICATION OF FOUNDATION PLANS** - property located in an A or V zone and the existing grade is at or below the required base flood elevation. The mobile home must be securely anchored to a permanent foundation system. **Plans for the foundation MUST be certified by an architect engineer registered in the State of Florida. Such certification must be specific to the unit being installed on it and must take into account flotation, collapse and lateral movements.**
14. **THREE (3) SETS PIER/FOUNDATION LAYOUT AND ANCHORING WITH DETAILED INFORMATION**
15. **THREE (3) COPIES OF MANUFACTURED HOME INSTALLATION SPECIFICATIONS**
16. **THREE (3) COPIES OF FLOOR PLAN LAYOUT OF MOBILE HOME**
17. **THREE (3) COPIES OF ANCHORING SCHEDULE**
18. **THREE (3) COPIES OF INSTALLATION INSTRUCTIONS**

*****NOTICE: ONE (1) COMPLETE STATE HEALTH DEPT APPLICATION PACKAGE REQUIRED TO BE SUBMITTED TO THE HEALTH DEPARTMENT FOR SEPTIC AND/OR WELL (if applicable).**