



Building Department CHECKLIST FOR MOBILE HOME PERMITS

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

- For office use only - Permit number and pin number
- Site address
- Legal description
- Parcel ID
- Owner's information
- Mobile Home Installer's information
- Electrical Contractor's information
- Notarized Owner, Mobile Home Installer, and Electrical Contractor's signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Mobile Home installation instructions by manufacturer
- State product approvals for all accessories used in the installation
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)

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.