



## Building Department CHECKLIST FOR MOBILE HOME REMODEL PERMITS

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**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
- Contractor's information
- Architect/Engineer's information
- Description of work
- Sq. footage of remodeled space
- Future use of remodeled space
- Will this remodel require any electrical, plumbing, a/c
- Valuation
- Notarized Contractor/Homeowner builder signature

**PLANS AND DOCUMENTS** – Provide 2 copies:

- Sub-contractor permits, if applicable
- Original Plans signed and sealed by a Florida licensed Architect/Engineer, for all structural work. Plans must contain an attestation that the design complies with the Mobile Home Construction code.
- 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.***