



Permit #: \_\_\_\_\_ Pin: \_\_\_\_\_

**CONSTRUCTION UNDER THIS PERMIT SHALL BE DONE IN ACCORDANCE WITH FAC 15-C1**

Site Address: \_\_\_\_\_

Legal Description (Section/Block/Lot): \_\_\_\_\_

Parcel ID: \_\_\_\_\_

**Owner's Information**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Mobile Home Installer Information**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile Home Installer Certificate Issued by FLHSMV: \_\_\_\_\_

**Electrical Contractor Information**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

State License no. \_\_\_\_\_

**APPLICATION MUST BE SIGNED AND NOTARIZED BY THE OWNER, MOBILE HOME INSTALLER, AND CONTRACTOR**

\_\_\_\_\_  
 Owner Signature Date Print Name

\_\_\_\_\_  
 Notary Public, State of Florida [NOTARIAL SEAL]

STATE OF FLORIDA, County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
 Mobile Home Installer Signature Date Print Name

\_\_\_\_\_  
 Notary Public, State of Florida [NOTARIAL SEAL]

STATE OF FLORIDA, County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
 Contractor Signature Date Print Name

\_\_\_\_\_  
 Notary Public, State of Florida [NOTARIAL SEAL]

STATE OF FLORIDA, County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification.

**FOR OFFICE USE ONLY**

**PERMIT FEE \$** \_\_\_\_\_ Payment method: \_\_\_\_\_ Last 4 Digits of Credit Card or Check no.: \_\_\_\_\_ Receipt no.: \_\_\_\_\_

Application date: \_\_\_\_\_ Rec'd by: \_\_\_\_\_



## Building Department CHECKLIST FOR MOBILE HOME 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
- 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.*