



Building Department CHECKLIST FOR MOBILE HOME REMODEL 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
- 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

- 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.