

## **Owner / Builder Mobile Home Submittal Guide**

Only licensed Mobile Installers can install a mobile home

### **REQUIRED FORMS:**

- Residential Permit Application
- Property Appraiser's printout with legal description
- Recorded and Certified Notice of Commencement (required if the value of work is over \$2,500.00) – submitted to the Building Division prior to scheduling of first inspection. This may be emailed to [bpcustomerservice@seminolecountyfl.gov](mailto:bpcustomerservice@seminolecountyfl.gov), faxed to **407-665-7486** or submitted in person
- Owner / Builder Statement
- Historical / Archaeological Form – if breaking ground

### **POSSIBLE ADDITIONAL FORMS:**

- Contingency letter or Septic permit from Health Department (Septic permit or contingency letter will be required prior to issuance only if on septic)
- Utility letter – Water and/or sewer, if new construction and other than Seminole County's Utilities
- Arbor Application – if applicable. For arbor questions please call 407-665-7371

### **PLANS: (2 copies required)**

- Mobile Home Data form completed
- Site Plan showing the building, setbacks, grading, lot drainage, finish floor elevation, easements, lot dimensions, driveway access, adjacent streets, house dimensions
- Pier / Footing plan to scale
- Tie-down strap plan to scale
- Floor plan

### **Installation manual will be required on site for field inspection of all new mobile homes**

**Note:** All contractors and sub-contractors that are listed, will need to be current in our license database. This includes certified or registered licenses, [License Administration Form](#) (on our web site), worker's compensation insurance & general liability is required prior to issuance. A deposit of \$100.00 is required at time of submittal. The actual amount is based on permit type and value of work.

*This is only a guide and may not be all-inclusive for your particular project.*