ePlan 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
- Power of attorney or Signature Acknowledgment form
- Recorded Notice of Commencement – prior to first inspection and may be emailed to
  [bpcustomerservice@seminolecountyfl.gov](mailto:bpcustomerservice@seminolecountyfl.gov)
- Historical / Archaeological Form
- 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.

**POSSIBLE ADDITIONAL FORMS:**
- Arbor Application – if applicable. For arbor questions please call 407-665-7371.

**PLANS:** (1 copy uploaded to ePlan)
- 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](mailto:LicenseAdministrationForm) (on our web site), worker’s compensation insurance & general liability is required prior to issuance. A minimum deposit of $100.00 is required. 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.*