

ePlan Mobile Home Submittal Guide

Only licensed Mobile Installers can install a mobile home

RESOURCES in ePlan can assist with file naming, applicant tasks and other helpful information

In ePlan, select the **APPLICATION DOCUMENTS FOLDER** and upload the following required **forms** as individual properly named pdf files:

- Residential Permit Application
- Property Appraiser's printout with legal description
- Power of Attorney or Signature Acknowledgment form
- Recorded and Certified Notice of Commencement – prior to first inspection and may be emailed to: bpcustomerservice@seminolecountyfl.gov if not uploaded at submittal
- 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.

In ePlan, select the **APPLICATION DOCUMENTS FOLDER** and upload the following possible additional **forms** as individual properly named pdf files:

- Arbor Application – if applicable. For arbor questions please call 407-665-7371.

In ePlan, select the **DRAWINGS FOLDER** and upload the following plans as individual properly named pdf files:

- 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 on the application, must be current in the County's license database, including certified or registered licenses. A current [License Administration Form](#), worker's compensation insurance and general liability is required for each listed contractor and sub-contractor prior to issuance.

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