



Permit Requirements Mobile Home Setup (Private Property)

To apply and submit required documents please [log in to your HillsGovHub account](#).

- Copy of recorded deed (if UNPLATTED) or legal description
- Site Plan: Provide a digital single line drawing to scale showing all property boundaries, lot dimensions, location of proposed and existing structures on the lot, the setbacks (distance) from all structures to all property lines, street location name(s), and a north arrow. The site plan must also identify all easements, conservation, and/or wetlands areas and setbacks. Plans to state, "No trees, trees within an environmentally sensitive area, or any tree 12" or greater in trunk diameter 4.5' above the ground surface have been removed unless an exempt species as defined in Land Development Code Article 12.01, Definitions."
- [Natural Resource packet](#) for landscape review.
- Address verification.
- Foundation plan showing blocking and tie-downs.
- A notarized affidavit from the dealer or installer if the mobile home is pre-owned. The affidavit must state the mobile home is roadworthy and meets the minimum housing code. **Note:** Mobile Homes built prior to 1976 cannot be moved.
- MAF printout (obtained from Property Appraiser's office) required for replacement mobile homes for Impact Fee credit.
- Septic Tank permit if applicable, obtained from the Health Department (813-307-8000). If public water/sewer is available other than Hillsborough County, provide a copy of the paid receipt.
- If the property is located on a County Maintained Road, an [Access Driveway Permit](#) is required.

Notes:

Mobile Home permits must be pulled by a licensed Mobile Home Installer. Authorization letter from the property owner or sales contract is required if the property owner and the mobile home owner are not the same.

Subcontractor permits must be pulled by the licensed subcontractor.

If gas is applicable, the permit must be pulled by the licensed gas contractor.

Impact fees are assessed on all projects that require a building permit, or equivalent if no building permit is required. Impact fees must be paid prior to the release of permanent power, which is typically prior to Certificate of Occupancy.