



## MOBILE HOMES (PRIVATE PROPERTY) CHECKLIST

1. Mobile Home completed application.
2. Copy of a recorded deed for metes and bounds legal description.
3. Site Plans: Provide two (2) copies of single line drawings to scale showing property boundaries, lot dimensions, location of proposed and existing structures on the lot, street location and name. If located on a corner lot, indicate the names of the streets, all easements, conservation and/or wetlands areas.
4. Natural Resource packet for landscape review. Available at the Permit Intake Counter and on the Department website.
5. Address verification obtained at the permit intake counter.
6. Mobile Home Set-Up permit application supplement form.
7. Foundation plan showing blocking and tie-downs.
8. A notarized affidavit from the dealer 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.
9. MAF printout (obtained from Property Appraiser's office) required for replacement mobile homes for Impact Fee credit.
10. Septic Tank permit if applicable, obtained from the Health Department 307-8000. If public water/sewer is available other than Hillsborough County, provide a copy of the paid receipt.
11. Flood Affidavit signed by the owner and notarized if applicable. Only required if property is located in a Special Flood Hazard Area.
12. If the property is located on a County Maintained Road, an Access Driveway Permit is required.

### **Note:**

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

**Sub permits can be pulled by the licensed sub-contractor or the homeowner.**

**If gas is applicable, the permit must be pulled by the licensed gas contractor. Impact fees if applicable must be paid prior to Certificate of Occupancy.**