



Permit Requirements

Mobile Home Setup in a Park

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

- 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.

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.