



**Hillsborough
County Florida**

MOBILE HOME SETUP IN A PARK CHECKLIST

1. Mobile Home in a Park completed application.
2. Address verification obtained at the permit intake counter.
3. Mobile Home Set-up permit application supplement form.
4. Foundation plan showing blocking and tie-downs.
5. 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.
6. Flood Affidavit signed by the owner and notarized if applicable. Only required if property is located in a Special Flood Hazard Area.

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 home owner are not the same.

Sub permits must be pulled by the licensed sub-contractor.

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.