

Manufactured Home Setup Permit Checklist

	Applicant	Staff
1. Completed Manufactured Home Permit Application	_____	_____
2. Owner's Affidavit signed by property owner & notarized	_____	_____
3. Two (2) Scaled Site Plans on 8 1/2 x 11, 8 1/2 x 14 or 11 x 17 size paper: <ul style="list-style-type: none"> • Show all Easements and Restrictions on Site Plan • Show street name, lot dimensions, setback dimensions & north arrow • Show ALL protected trees (18" diameter or larger) size and type & indicate which trees are to remain and which will be removed • OR Note on site plan stating "No Protected Trees On-Site" • Label all structures as existing or proposed • Show Limits of Clearing • Show sediment and erosion control barriers 	_____	_____
4. Documentation of date manufactured: may be Bill of Sale, Title, Selling Contract <ul style="list-style-type: none"> • A MH manufactured before July, 1976 which is outside the Tallahassee City limits will not be permitted to be moved into the city. 	_____	_____
5. Applicant initials that the Inspection Checklist has been received.	_____	_____
6. Manufactured Home Owners Soundness Affidavit form signed and notarized at time of application.	_____	_____
7. Load bearing capacity of soil <ul style="list-style-type: none"> • A pocket penetrometer test at the footing depth testing the perimeter of the home at six (6) dispersed locations. • Locations tested to be shown on site plan 	_____	_____
8. Foundation Plan <ul style="list-style-type: none"> • Layout showing size and spacing of piers. 	_____	_____
9. Height of Unit <ul style="list-style-type: none"> • Height of the highest pier from the footing to bottom of frame must not exceed 52 inches. 	_____	_____
10. Driveway Connection Application: <ul style="list-style-type: none"> • A driveway connection application is required if a new driveway connection is being installed. 	_____	_____

IMPORTANT FACTS

1. An Electrical permit is required if adding a new service or increasing the existing service.
2. A Plumbing permit is required if a new sewer connection must be made.
3. A Mechanical permit is required if an air conditioning system is to be installed.
4. Prior to occupying mobile home, applicant must receive a Certificate of Occupancy

STAFF USE ONLY	FLOOD INFORMATION		PERMIT FEES
# OF PARKING SPACES _____	ZONE _____	ENVIRONMENTAL: _____	
ZONING DISTRICT: _____	FFE: _____	BUILDING: _____	
EXEMPT/VESTED: _____	BASE ELEV: _____	WATER & SEWER: _____	
DIMENSIONS OF MH: _____	IMPERVIOUS AREA: _____	DRIVEWAY CONN: _____	
Denied	Approved	Training Surcharge	\$ 2.50
			BALANCE DUE: _____
Zoning:			
Environmental:			
Building:			