

CHECKLIST FOR MOBILE HOMES ON PRIVATE PROPERTY

Graphics

- _____ Mobile Home application completely filled out, with zoning information to be completed at the Graphics counter.
- _____ Copy of a recorded deed for metes and bounds legal description, or tax roll printout for platted subdivisions.
- _____ 2 copies of site plans, to scale, with setback approval from Graphics. Site plans must show property boundaries, lot dimensions, location of proposed and existing structures. Also must show street locations, easements, conservation, or wetland areas.
- _____ Flood Determination letter (issued at the Graphics counter).
- _____ Landscape review (307-4511 Downtown office). Landscape review for the satellite offices will be done at their Graphics counter

Permitting

- _____ Address verification obtained at the permit intake counter, (application, site plan, recorded deed and or tax roll printout to be submitted for address assignment by 911 Streets & Addresses).
- _____ If mobile home is pre-owned or previously occupied, a pre-inspection is required or a notarized affidavit from the dealer must be provided. The affidavit must state the mobile home is roadworthy and meets the minimum housing code.
- _____ Mobile Home Set-Up permit application supplement form.
- _____ Foundation plan showing blocking and tie-downs.
- _____ MAF printout required for replacement mobile homes (Property Appraisers office 16th floor).
- _____ Water exemption letter for well obtained at the permit intake counter.
- _____ Septic Tank Permit, if applicable, obtained at the Hillsborough County Public Health Unit, 307-8001, 1105 E. Kennedy Blvd.

Note:

If the property owner and the mobile home owner are not the same, you will need an authorization letter from the property owner, or sales contract is required.

Mobile Home Permit must be pulled by licensed Installer or licensed Dealer.

Subpermits must be pulled by licensed subcontractors or homeowners. If the subpermits are pulled by the homeowner, the homeowner must appear in person to make application. If gas is applicable, the permit must be pulled by a licensed gas contractor.