



Building Department

Mobile Home Submittal Checklist

Directions: Place a check mark by items that are included in the package. Place an N/A by items that are not needed. **ALL BLANKS** are to be filled in.

Only licensed Mobile Installers can pull a permit to install and tie-down a mobile home.

PAPERWORK:

- ___ Application properly completed and signed on both sides with all information filled in. Contact person must be listed with a valid daytime phone number and a fax number.
- ___ Historical Dig Form Notarized
- ___ Owner / Builder Statement (for Subcontractor trades only)
- ___ Septic Permit or Receipt of Application
- ___ Well **OR** _____ (Name of utility company)
- ___ Arbor Permit
- ___ Power of Attorney (Completely filled out and notarized)
- ___ Legal Description (Property Appraisers)
- ___ Mobile Home Data form Completed

PLANS (2 copies required)

- ___ Site plan to scale with setbacks, directional indicator, grading, easements, lot dimensions, driveway access, street(s) labeled, and overall mobile home dimension
- ___ Pier / Footing plan to scale showing location of all piers / footings with size and type. Location of marriage wall openings and required loads. Location of special pier blocking (fireplace, bay windows, etc)
- ___ Tie-down strap plan to scale showing location of all tie-down straps
- ___ Manufacturer's Data Report