Mobile Home Submittal Guide

Only licensed Mobile Installers can install a mobile home

RESOURCES folder in ePlan can assist with file naming, applicant tasks, and other helpful information

In ePlan, select the <u>APPLICATION DOCUMENTS FOLDER</u> and upload the following required <u>forms</u> as individual properly named pdf files:

- ➢ Permit Application
- ➢ Property Appraiser's printout with legal description
- ➢ Power of Attorney (if someone other than the license holder is the applicant)
- ➢ Recorded Notice of Commencement if job value is greater than $5,000– prior to first inspection; may be emailed to **bpcustomerservice@seminolecountyfl.gov** if not uploaded at submittal.
- ➢ Historical / Archaeological Form
- ➢ Contingency Letter or Septic Permit from Health Department (Septic permit or contingency letter will be required prior to issuance only if on septic.)
- ➢ Utility Letter – water and/or sewer if new construction and other than Seminole County's Utilities.

In ePlan, select the <u>DOCUMENTS FOLDER</u> and upload the following possible additional <u>forms</u> as individual properly named pdf files:

- ➢ Arbor Application – if applicable. For arbor questions please call 407-665-7371.

In ePlan, select the <u>DRAWINGS FOLDER</u> and upload the following plans as individual properly named PDF files:

- ➢ Mobile Home Data form completed
- ➢ Site plan showing the building, setbacks, grading, lot drainage, finish floor elevation, easements, lot dimensions, driveway access, adjacent streets, and house dimensions.
- ➢ Pier / Footing plan to scale
- ➢ Tie-down strap plan to scale
- ➢ Floor plan

Installation manual will be required on-site for field inspection of all new mobile homes

Note: All contractors and sub-contractors that are listed on the application, must be current in the County's license database, including certified or registered licenses. A current **License Administration Form,** worker's compensation insurance, and general liability are required for each listed contractor and sub-contractor prior to issuance.

This is only a guide and may not be all-inclusive for your project