



MANUFACTURED HOME PERMIT APPLICATION

Applicant Services Division Office: (850) 891-7125
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Tallahassee, Florida 32301 www.talgov.com

TBB # :

Ownership Information (Please print clearly)

LOCATION _____ LOT _____ BLK _____
(Street Number) (Street Name)

SUBDIVISION/PARK NAME _____ PARCEL I.D. NO. _____ - _____ - _____ - _____

Owner of Mobile Home : _____ Telephone #: (____) _____

Mailing Address: _____
Street Address City State Zip

Installer License No.: _____ Telephone#: (____) _____

Installer Name: _____ Fax#:(____) _____

Installer mailing Address: _____
Street Address City State Zip

SETUP COST: \$ _____ SEPTIC TANK PERMIT #: _____ CITY WATER & SEWER EXISTING NEW

MANUFACTURED HOME INFORMATION: NEW USED YEAR MANUFACTURED: _____

IF USED IS HOME BEING MOVED FROM: OUTSIDE CITY LIMITS INSIDE CITY LIMITS

SERIAL NUMBER: _____ MANUFACTURER: _____

EASEMENTS Yes No TYPE OF EASEMENT _____ **NOTE: SEE PAGE 3 FOR SITE PLAN REQUIREMENTS**

Number of New Driveway Connections: _____

****CHECKLIST ON BACK PAGE MUST BE COMPLETED**

NOTE: INSTALLER MUST SIGN & HAVE SIGNATURE NOTARIZED ON PAGE 2 OF THIS APPLICATION, AUTHORIZING NAMED PERSON TO PICKUP PERMIT

Installer's Signature or Authorized Agent

Print Name

Date

Name of Firm Licensed: _____

Installer: _____ Title: _____

Installer's License Number: _____

AGENT NAME
(please print or type)

The above named individual is authorized to sign for this permit and transact business for the company identified above.

SIGNATURE OF INSTALLER

DATE

STATE OF, _____ COUNTY OF: _____

The foregoing instrument was acknowledged before me by _____

who is personally known to me or who has produced _____

as identification and who did not take an oath.

WITNESS my hand and official seal this ____ day of _____ A.D., 20____

Notary Public Signature

Notary Public Stamp

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:
 - 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
 - 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
 - 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
 - Layout showing size and spacing of piers. _____
9. Height of Unit
 - Height of the highest pier from the footing to bottom of frame must not exceed 52 inches. _____
10. Driveway Connection Application:
 - 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 <u> \$. 2.50 </u>
		BALANCE DUE: _____
Zoning:		
Environmental:		
Building:		