



The following is a checklist of on-site and site plan requirements. It is intended to be used by both the applicant and staff to determine completeness. These items are required in order to expedite the permit review. If any of these items are omitted, the review may be delayed.

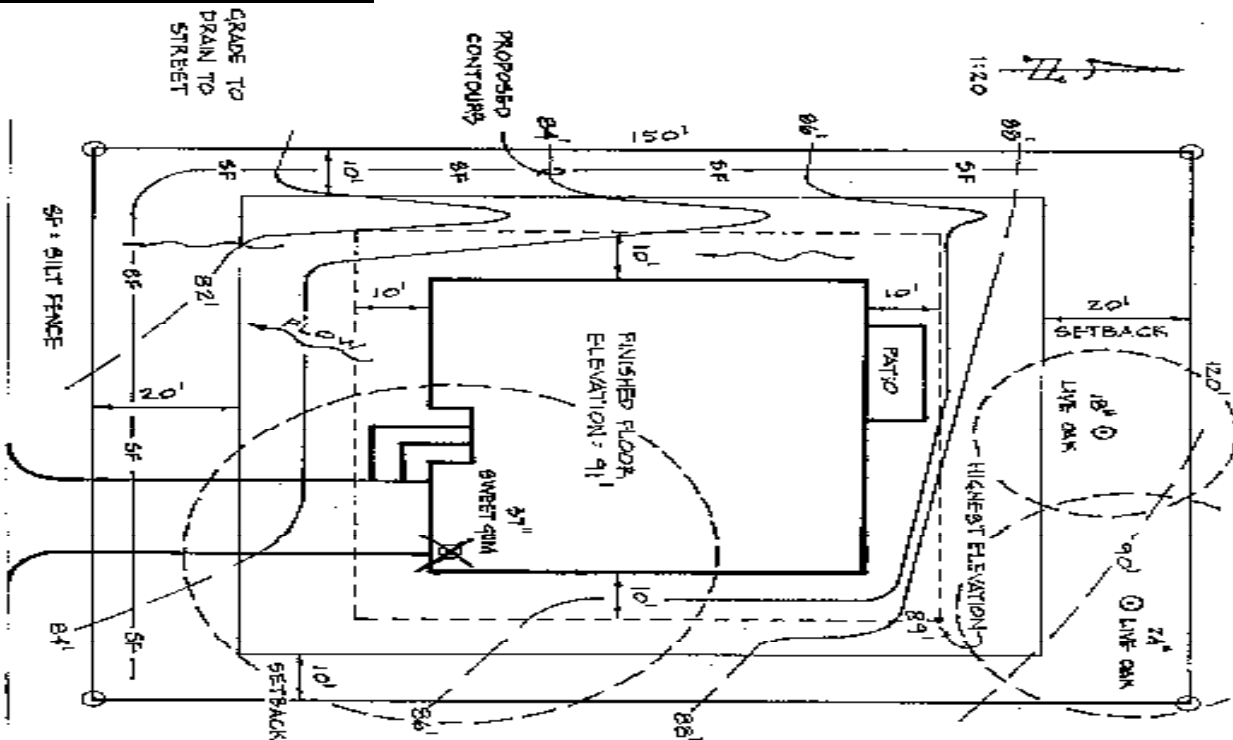
**If you require additional information on Site Plan requirements please contact the Land Use and Environmental Services division at (850) 891-7100.**

Environmental information required with this permit application per Sections 5-56(2) & 5-84(o) of the TLDC includes:

- Property corners and building foundation corner must be clearly flagged on the property
- Property located on FIRM Flood Zone "A" will require a 100-year flood elevation determination letter prepared by a Florida registered professional engineer.
- SITE PLAN: Two (2) copies drawn to an engineering scale to fit on 8.5" x 11", 8.5" x 14" or 11" x 17" size paper, include the following information:

- A. Street name, lot dimensions, setback dimensions, north arrow, show all easements & restrictions;
- B. Show location, size and CPZ of all protected trees with an indication of whether they are to be removed or to remain. Removal of protected trees will require a mitigation plan. Protected trees are as follows:
  - Lots for single-family structures- trees greater than 36 DBH;
  - Lots for two or three family structures - trees greater than 12 inches DBH & 4 inches in the lot perimeter zone.
- C. Show the limits of clearing & location for placement of all sediment & erosion control measures
- D. Show all existing and proposed structures labeled accordingly
- E. Show existing and proposed two-foot contour lines labeled accordingly
- F. Show all grading or other methods of stormwater conveyance to an approved stormwater management facility or off site conveyance.

**EXAMPLE OF SITE PLAN**



**INSTALLERS AUTHORIZATION**

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

## Manufactured Home Setup Permit Checklist

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

### 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 _____	ENVIORNMENTAL: _____
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:		

