Manufactured Home Setup Permit Checklist

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