

CHECKLIST FOR: Mobile Home Permit

General Submittal Requirements for all Mobile Home Permits

- Permit application.**
- Owner/Builder Disclosure Statement.** This is required when an owner is obtaining a permit.
- Notice of Commencement.** A certified copy is required if job value is \$2,500 or greater prior to the first inspection (this is not required to be submitted to obtain the permit).
- Vegetation Removal Affidavit.** If woody vegetation will need to be removed
 - One acre of vegetation is allowed to be removed after the single-family building permit has been issued. A Vegetation Removal Permit is required when clearing anything over one acre.
 - The Vegetation Removal Affidavit is required to be turned in with, but not limited to, the following: Any Structure, Buildings, Chickee Huts, Storage tanks, Carports, Temporary Construction Trailer, Wood Deck, Demolition, Driveway, Fence, Pool, Slab, Tennis Court Permits, and Seawalls.
- Preservation Review Form.** If the property is located in the Rural Fringe Mixed Use district.
- Lot Coverage Form.** Required for 1 & 2 Family Properties that does not have a South Florida Water Management District Permit, Surface Water Management Permit or Environmental Resource Permit (any zoning that is not in a PUD).
- Health Department-Septic system requirements.** If property is on septic and no sewer is available OR is located within a mobile home park, provide these documents in addition to complete floor plans:
 - Application for OSTDS construction on FDOH form DH4015 page 1 of 4.
 - Septic site evaluation by licensed contractor or certified health professional on FDOH form DH4015 page 3 of 4.
 - Septic system site plan showing all pertinent features on or within 75ft of property, including potable water well or meter, water lines, any surface water bodies, and septic system components.
- Elevation requirements.** Know the property BFE (Base Flood Elevation). Consult a surveyor or mapper or contact the Floodplain Management Section by email floodinforequest@colliergov.net or call the Flood Information Hotline at 239-252-2942.

Additional submittal requirements may be required. Prior to receiving a processing number from the Customer Service Representatives, all plans must be assembled properly.

Mobile Home Residential

- Certified Site Plan/Survey for platted lots.** Two sealed copies and one copy showing the size, dimension, and proposed location. Include setback dimensions from all existing structures and dimensions to the property lines.
- Site Plan for non-platted lots.** Three copies showing the size, dimension, and proposed location. Include setback dimensions from all existing structures and dimensions to the property lines, if there are not any property lines provide the separation distance from all adjacent structures and dimensions to the edge of road and rear yard.
- Construction Drawings.** Three sets of floor plans labeling all rooms and dimensions of the mobile home.
- Mobile Home Installers Affidavit.** Provide one signed affidavit, available for [download](#).