

INITIAL SUBMITTAL REQUIREMENTS

INSTALLATION OF A MANUFACTURED HOME

General Submittal Requirements

All documents in this list must be completed and submitted:

- [Building Permit Application](#)
- [Manufactured home Installation Packet](#)
- Installation Plans to include blocking, piers, tie-down details.
- Host Beam letter: if accessory structures (e.g. carport, screen rooms, sheds, etc.) are to be attached to the manufactured home, if applicable.
- Provide the following:
 - A. Certified Site Plan or Survey for platted Lots that are adding 400 sq. ft. or more of new impervious area. Signed/Sealed site plan showing the size, dimension, and proposed location of the structure, property lines, and adjacent right(s)-of-way/roadways. Include setback dimensions from proposed structure to all existing structures and property lines. Visit the [Building Block A-128](#) for more information on certified site plans and spot surveys; or
 - B. Site Plan for Non-Platted Lots or Lots adding less than 400 sq. ft. of new impervious area. Site Plan drawn to scale showing the size, dimension, and location of the proposed structure. Include setback dimensions drawn from the proposed structure to all existing structures and dimensions to the property lines. An affidavit-in-lieu of Certified Site Plan is required for platted lots. If located within an unplatted mobile home park, provide the separation distance from all adjacent structures and dimensions to the edge of road and rear yard.
- [Vegetation Removal Affidavit](#).
 - A. 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 exceeds one acre.
 - B. 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.
- [Stormwater Plans and Impervious Area Worksheet](#). Required for manufactured homes located in base zoning districts and when any impervious area is added to the lot. This requirement does not apply to parks and subdivisions that have a South Florida Water Management District Permit, Surface Water Management Permit, or Environmental Resource Permit.
- Health Department - Septic system requirements. If property is on septic and no sewer is available OR is located within a manufactured home park, provide these documents in addition to complete floor plans:
 - A. Application for OSTDS construction on FDOH form DH4015 page 1 of 4.
 - B. Septic site evaluation by licensed contractor or certified health professional on FDOH form DH4015 page 3 of 4.
 - C. Septic system site plan showing all pertinent features on or within 75 ft. of property, including potable water well or meter, water lines, any surface water bodies, and septic system.
 - D. If the manufactured home is replacing a prior manufactured home, provide the previous existing floor plans with the rooms labeled and square footage identified.
- [Notice of Commencement \(NOC\)](#). is required after permit issuance and before scheduling the first inspection. A Certified copy of the NOC is required if job value is equal to or greater than \$2,500
 - Additional information may be requested during the plan review process, such as documentation illustrating the scope of work does not exceed 50% of the market value of the structure (learn more about [FEMA's 50% Rule](#)).

Apply Online:

- Go to the **CityView** portal: <https://cvportal.colliercountyfl.gov/cityviewweb>
- Click "**Register**"

To Track Plan Review and Inspection Progress:

1. Go to the **CityView** portal: <https://cvportal.colliercountyfl.gov/cityviewweb>
2. Click "**Status and Fees**".
3. Enter the permit number or the address where the construction will take place.
4. If your search returns more than one result, click "Permit Status" next to the permit you want to track.
5. Click "**Documents & Images**" to review correspondence from the county.

For questions regarding permits, please contact your local office:

Naples Permitting Office
2800 N. Horseshoe Drive
Naples, FL 34104
(239) 252-2400

Immokalee Permitting Office
310 Alachua St.
Immokalee, FL 34142
(239) 252-5733

Everglades City Office
102 Copeland Ave. North
First Floor, City Hall
Everglades City, FL 34139