

APPLICATION REQUIREMENTS - Trailer & Manufactured Home **PRTM**

Construction Trailers, Manufactured Homes & Office/Sales Trailer

General Requirements

All submittal requirements must have documents completed and submitted for review.

- **Application Form:** Building Permit Application
- **Construction Plans:** Plans reflecting the scope of work, signed and sealed, if applicable. Including, Foundation information, model floor plan, etc.
- **Site Planning Document:** A proposed site plan. The plan shall identify: The location of the proposed building, the elevation of the crown of the road, Flood Zone, FEMA's Base Flood Elevation, and proposed finished floor elevation.
 - This document may need to be certified if new impervious area is over 400 sq ft and not older than 6 months, signed and sealed by a licensed Florida professional surveyor and mapper, architect or engineer, showing property lines, setbacks, easements, water bodies, and all existing and proposed structures.
 - If on septic: Please show distance of proposed structure to septic. Per 62-6.005(2) F.A.C., must be at least 5 feet away.

Additional Requirements

Additional documents may be required based on information provided.

- **Manufactured Home Installation Packet:** Includes information about manufactured home, installation methods, sub-contractors and skirting.
- **Temporary Use Permit:** For temporary trailers, provide a copy of your approved permit.
- **Private Provider Package:** Required if a Private Provider is performing inspections or plan review.
- **Storm Water Plan:** Required on lots with 1 & 2 Family dwellings, with the following exceptions:
 - Lots located in the Rural Agricultural (A) Zoning district outside the Immokalee Urban Area Overlay district and outside the coastal urban designated area as established in the Future Land Use Map; and
 - Lots that have received a Surface Water Management or Environmental Resource Protection permit from the South Florida Water Management District.
- **Vegetation Removal Affidavit:** Required if lot is one acre or greater.
 - One acre of vegetation is allowed to be removed after the single-family building permit has been issued. A Vegetation Removal Permit is required to clear over one acre.
- **FEMA 50% documents:** Projects that are considered substantial improvement must meet the current Florida Building Code, as well as the provisions of the Collier County Floodplain Management Ordinance. (Additions only)
- **Preservation Review Form:** If the property is located in the Rural Fringe Mixed Use District.
- **Health Dept/Septic Application:** Required when construction is proposed on a site with a septic field. Visit the [Florida Department of Health \(FDOH\)](http://www.floridahealth.gov) website for further information.