

WAKULLA COUNTY BUILDING DEPARTMENT

MOBILE HOME CHECKLIST

The Contractor or the Mobile Home Owner, by State Law are the only ones allowed to pull Mobile home permits. If this home is for **SALE, LEASE or RENT**, You must have a licensed set-up contractor or your licensed dealer to pick up this permit for you. The Wakulla County Building Department **WILL NOT ISSUE A PERMIT to the owner if he/she will not be living in the Mobile Home themselves.**

NOTICE: All used Mobile Homes require a minimum housing inspection prior to the issuance of a permit. **A \$65.00 PRE-INSPECTION FEE is required.. You will not be issued a permit without this inspection if your mobile home has ever been tied down, lived in (ALL USED MOBILE HOMES)**

ITEMS YOU WILL NEED

WHERE TO GET THE ITEMS YOU NEED

Recorded Deed to Property Approved Site Plan	Clerk of Court. Owner or Contractor can draw this.
DPA : Development Permit Application Driveway Permit/911Addressing	Planning & Zoning (926-3695)will fill our the proper paperwork they receive the deed & site plan from you.
Impact Fee Exemption (fee \$50.00) Form: At Planning & Zoning.	You can only qualify for this if you are replacing or removing an existing structure! <u>DO NOT REMOVE THIS HOME WITHOUT IT BEING INSPECTED BY THE BUILDING DEPT.</u>
letter of Authorization	This is required if the owner of the Mobile Home does not own the land. Form inside must be <u>signed & Notarized by owner.</u>
Property Owner's Affidavit	When Mobile Home permit is being picked up by owner instead of your set-up contractor, form must be <u>signed & notarized in the Building Department by owner.</u>
Septic Tank Permit (or) Sewer Concurrence Letter	Environmental Health - 926-2558 U. S. Filter, 926-7616
Copy of Sales Contract when buying from Mobile Home dealership (or) Current Registration in owner's name	<u>Full Serial Number:</u> Must be on Documentation!
Blocking plan must be attached when submitting this package	<u>This must be done by the set-up contractor, with license number & his/her signature.</u>
If you are building in an (A, A# or V) FLOOD ZONE, a PRE-ELEVATION & A FINAL ELEVATION CERTIFICATE WILL BE REQUIRED	<u>CERTIFIED SURVEYOR</u> Can do this for you. If you are building in a <u>FLOOD ZONE you will have to have an engineered foundation plan, if you are in a mobile home park flood zone, a 3' engineered foundation plan will be required</u> and a \$125.00 fee will be added to your permit fee.
If this is a: RENTAL UNIT	You <u>must</u> fill out Sub-Contractor List (in packet)
<u>Any Mobile Home brought into WAKULLA COUNTY must be a minimum of 600 square feet and can be NO OLDER than a 1977 Model.</u> Other age restrictions may vary according to the location of the setup.	