

Mobile Home Submittal Checklist

Directions: Place a check mark by items that are included in the package. Place an N/A by items that are not needed. **ALL BLANKS** are to be filled in.

Only licensed Mobile Installers can pull a permit to install and tie-down a mobile home.

PAPERWORK:

- Application properly completed and signed on both sides with all information filled in. (Contact person must be listed with a valid daytime phone number, e-mail address and a fax number.)
- Septic Permit or Receipt of Application
- Power of Attorney (Completely filled out and notarized)
- Legal Description (Property Appraiser Form)

PLANS (2 copies required)

- Site plan to scale with setbacks, directional indicator, grading, easements, lot dimensions, driveway access, street(s) labeled, and overall mobile home dimension
- Pier / Footing plan to scale showing location of all piers / footings with size and type. Location of marriage wall openings and required loads. Location of special pier blocking (fireplace, bay windows, etc).
- Tie-down strap plan to scale showing location of all approved tie-down straps (State Product Approval Required or Engineer's Analysis).
- Manufacturers Data Report

