



120 Malabar Road, S.E., Palm Bay, FL 32907
Phone: (321) 953-8924 • Fax: (321) 953-8925

NEW MANUFACTURED/MOBILE HOME SET-UP IN RENTAL PARK

- Completed building permit application.
- Electrical riser diagram (only if a new electrical service is being installed).
- Two (2) sets of floor plans drawn to scale indicating location of doors and windows, number of bedrooms or copy of manufacturer's brochure. Show location and size of front entrance landing including height, depth, and width of connecting steps. Also, show location of A/C compressor and projections from manufactured home.
- Two (2) copies of manufactured home installation manual or 15C worksheet.
- Proof of ownership of manufactured home by one of the following: copy of current Florida registration OR copy of Certificate of Title OR copy of completed form 500 OR copy of contract for sale/bill of sale.
- Copy of Environmental Health Department (321-633-2100) septic and well permit or copy of water & sewer availability receipt.
- Two (2) copies of a plot plan drawn to scale indicating locations and dimensions of all existing and proposed structures and bodies of water.
- **A COPY OF A BUSINESS TAX RECEIPT WILL NOT BE SUFFICIENT TO OBTAIN A BUILDING PERMIT TO SET-UP A MANUFACTURED HOME.** The contractor obtaining the building permit must provide a copy of a State of Florida Manufactured Home Dealer or Manufacturer's license or a Mobile Home/Manufactured Home Installer's license.
- Flood zone information must appear on the survey or be provided in a letter from City of Palm Bay Land Development Division. Contact Land Development at (321) 733-3042 or e-mail at floodzone@palmbayflorida.org.
- Notarized approval letter from the mobile home rental park owner/manager, authorizing the set-up of the mobile home.
- Certified copy of the Notice of Commencement, signed by the owner and notarized, or a notarized statement that the NOC has been filed for recording, along with a copy thereof, must be presented to the Building Division prior to issuance of the building permit for any construction work exceeding \$2,500.00
- Pre-owned unit must have an approval list signed by the installer or dealer.

ADDITIONS MAY BE INCLUDED IN NEW INSTALLATION OR REPLACEMENT APPLICATION, PLEASE REFER TO "ADDITIONS DOCUMENTS REQUIRED."

Note: If you need additional information, please contact the Building Division at (321) 953-8924. Additional documents may be required upon request by the Plans Examiner.