

PERMIT SUBMITTAL REQUIREMENTS

Residential – New Construction Mobile Home Installation

Types of Work

New Mobile Home Installation; Used Mobile Home Installation

Documents Required

- Project Address or parcel number
- Site Plan including:
 - lot dimensions,
 - Elevations and dimensions of all existing and proposed structures
 - Setbacks to the property lines
 - Street location and name and any easements
 - All existing structures with dimensions
 - Any Wetlands.
 - Location, species, and sizes of all trees within 20’ of the construction area.
 - Utilities
- Flood zone identification and demarcation line if a property is in a mixed region
 - Signed & Sealed Elevation Survey if in a V or A zone or in a floodway
- Floor plan of mobile home
- Blocking plan
- Manufacturer’s Installation Instructions for Anchoring system if not being installed to the exception of 15C of the Florida Administrative Code
- Document illustrating the dimensional Pier layout
- Pocket Penetrometer Testing forms
- [Fill/Drainage/Tree Affidavit](#)

▼ Building

- Ground Settlement
- Plans on File
- Residential Addition
- Residential Alteration
- Residential Alternative Energy Source
- Residential Demolition
- Residential Electrical
- Residential Gas
- Residential Mechanical
- Residential New
- Residential Plumbing
- Residential Pool and Spa
- Residential Re-Roof
- Sign Permit

Other Documents (Attachments)

- Copies of the Title or Registration, fully identifying the Mobile Home
- All Subcontractors are to be added to the Permit record
- [Notice of Commencement \(PDF\)](#), required before 1st inspection
- FEMA Substantial Improvement Package**. Required for improvements made to properties located in [special flood hazard area](#). [Substantial Improvement Package \(PDF\)](#)

Additional Forms, if applicable

- [Used Manufactured Home Preset Certification Form](#), if used/pre-owned
 The Certification Form attests to the condition standards of the Mobile Home prior to relocation and replaces the Preset Inspection Permit process. The Used Manufactured Home Preset Certification Form is to be signed and uploaded as part of the Mobile Home Permit Installation Application.
- [Driveway Connection Permit Application](#), if being set on private land (not needed in a mobile home park)
- [Replacement Affidavit \(PDF\)](#), if replacing a mobile home or structure on the property
- [Owner Builder Affidavit \(PDF\)](#), if owner is submitting the request
- Copy of Florida Department of Health Approval Letter, if private well or septic. Required for permit issuance
 - Call (727) 861-5661 for more information
- Utility (Water) Receipt/Letter

Applicable Codes

2020 Florida Building Codes, 7th Edition

Building

Residential

Existing

Energy Conservation

Mechanical

Plumbing

Accessibility

Fuel Gas

Test Protocols for High-Velocity Hurricane Zones

NEC 2017 – National Electrical Code

2020 Florida Fire Prevention Code, 7th Edition – comprised of NFPA 101, 2018 Edition and NFPA 1, 2018 Edition

Tutorials, Helpful Videos & Reference Links

PascoGateway Training page: <https://www.pascocountyfl.net/938/PascoGateway-Training>

Documents/Forms/Fees page: <https://www.pascocountyfl.net/867/Documents-Forms-Fees-Codes>

Florida Building Code: <https://floridabuilding.org/c/default.aspx>

Pasco Land Development Code: https://library.municode.com/fl/pasco_county/codes/land_development_code

Apply for a permit in PascoGateway: <https://aca-prod.accela.com/PASCO/Default.aspx>

If you need assistance with a Commercial Permit , please contact [BCS Customer Service](#) or via phone (727) 847-8126 and our staff will be happy to assist you.