

Mobile Home Submittal Guide

Only licensed Mobile Installers can install a mobile home

You will initiate your request through [Building Permits Online](#). This is where you will make any online payments for the building submittal as well

In ePlan, select the **APPLICATION DOCUMENTS FOLDER** and upload the following required [forms](#) as individual properly named pdf files:

- Permit Application
- Property Appraiser's printout with legal description
- Permit Authorization form- for all applicants
- Recorded Notice of Commencement if job value is greater than \$5,000– prior to first inspection; may be emailed to bpcustomerservice@seminolecountyfl.gov if not uploaded at submittal.
- Historical / Archaeological Form
- Contingency Letter or Septic Permit from Health Department (Septic permit or contingency letter will be required prior to issuance only if on septic.)
- Utility Letter – water and/or sewer if new construction and other than Seminole County's Utilities.

In ePlan, select the **DOCUMENTS FOLDER** and upload the following possible additional [forms](#) as individual properly named pdf files:

- Arbor Application – if applicable. For arbor questions please call 407-665-7371.

In ePlan, select the **DRAWINGS FOLDER** and upload the following plans as individual properly named PDF files:

- Mobile Home Data form completed
- Site plan showing the building, setbacks, grading, lot drainage, finish floor elevation, easements, lot dimensions, driveway access, adjacent streets, and house dimensions.
- Pier / Footing plan to scale
- Tie-down strap plan to scale
- Floor plan

Installation manual will be required on-site for field inspection of all new mobile homes

Note: All contractors and sub-contractors that are listed on the application, must be current in the County's license database, including certified or registered licenses. A current [License Administration Form](#), worker's compensation insurance, and general liability are required for each listed contractor and sub-contractor prior to issuance.

This is only a guide and may not be all-inclusive for your project