

## BUILDING DIVISION

### MOBILE HOME CHECKLIST

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6591 ORANGE DRIVE DAVIE, FLORIDA 33314  
PHONE: 954.797.1111 • FAX: 954.797.1086 • WWW.DAVIE-FL.GOV

#### **Required Forms:**

- [Building Permit Application](#)
- Signed and Notarized [Addendum Form](#) by Contractor and Owner.
- A Notice of Commencement must be recorded if the job exceeds \$2,500.
- If permit submitted as an Owner Builder provide [Owner Builder Disclosure Statement](#).
- Copy of contract if job value is greater than \$5,000.
- If the contractor has a Workers' Compensation Exemption, a [Workers' Compensation Exemption Letter](#) is required.
- Copy of Property Search/Ownership from the Broward County Property Appraisers Office [WWW.BCPA.NET](#).
- Proof of ownership, deed or attach lease information. Provide a letter of authorization from Mobile Home Park for installation.

#### **Required Permit Applications:**

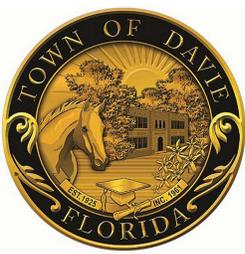
- Structural
- Electrical
- Mechanical
- Plumbing

#### **Permit Review Stops:**

- Planning & Zoning
- Structural
- Engineering
- Landscaping
- Electrical
- Plumbing
- Mechanical

#### **Minimum Plan Submittal:**

- Provide one (1) original and two (2) copies of a signed/sealed survey (do not reduce or increase size). Provide an executed [Survey Affidavit](#) form if the survey is older than two (2) years if there have been no changes to the property.
- Provide two (2) site plans (and building elevations, if applicable) clearly indicating the location of proposed work with dimensions and setbacks. Please note that all work must be highlighted on the site plans (i.e. fencing, driveways, generators, etc.).
- Provide an executed [Hold Harmless](#) utility easement agreement form if proposed work is located within such easements.
- Provide an executed [Tree Affidavit](#) form if proposed work does not conflict with existing tree(s).
- Provide the applicable drainage district approvals if proposed work is located within drainage related easements.
- Two (2) sets of signed and sealed plans (Include all applicable trades).



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- List on application type: Sewer, State, or Septic.
- Provide [Drainage Cross Section](#) from top of slab to property lines including swale (Include all dimensions, elevations, slopes and show all views).
- Show utility easements on plans and locations of driveways and water meter. Provide proposed F.F.E and B.F.E, include lowest machinery elevations (each AC unit).
- If replacing, submit a letter from mechanical contractor stating the Freon has been disposed of properly.
- If replacing, must include in all application's job description: "Removing old mobile home and replacing with new".
- Provide a completed [Mobile Home Worksheet](#).

#### **Submittal Fees:**

**Residential/Commercial:** 0.75% of construction value or minimum fee of \$25.00.