

Okeechobee County Community Development Department
1700 NW 9th Avenue Suite A; Okeechobee, FL 34972
Phone: (863) 763-5548 Fax: (863) 763-5276

Building Permit Application Checklist
Mobile Home/Park Model/RV

Submit 2 copies of the following with your application:

- _____ 1. Completely fill out and sign permit application. The Parcel ID number **must** be on the permit. Incomplete applications cannot be accepted and will be returned.
- _____ 2. List all sub-contractors, provide sub-contractor verification form.
- _____ 3. Recorded Notice of Commencement
- _____ 4. Floor plan of unit.
- _____ 5. Site/plot plan including: Any new construction, Additions, Improvements, or repairs of any kind.
- _____ 6. If using septic tank, Health Department permit or letter of approval; for all others, authorization letter from OUA or privately owned and operated sewage treatment plant.
- _____ 7. Copy of recorded deed or tax receipt showing current ownership of property.
- _____ 8. Notarized statement of authorization from property owner/agent if parcel is leased.
- _____ 9. Supplemental applications for installation of a used dwelling unit. Used dwellings more than 5 years old may require approval from the Board of Adjustments and Appeals. This applies to RM, RR and A zoning districts and can take up to 60 days.
- _____ 10. Pocket Penetrometer test & Torque Test
- _____ 11. Foundation pier blocking layout and Tie Down specifications
- _____ 12. 2 copies of installation manuals
- _____ 13. Stair/Handrail/Guardrail Detail
- _____ 14. Skirting Detail
- _____ 15. Longitudinal Stabilizing Device (LSD) Detail
- _____ 16. Driveway Permit from Road & Bridge Department
- _____ 17. Engineer letter or Pre-tie down forms are required to be filled out on **ALL** used dwellings units.
- _____ 18. Mechanical AHRI and Tie Down Information
- _____ 19. **IF NEW ELECTRICAL SERVICE, drawings are required, and "new service" must be included in the description on the permit application.**
- _____ 20. **If property is partially or completely in a Flood Zone a Pre-Construction Elevation Certificate is required when permit is submitted. If house will be located in a portion of the property in a non-flood zone a signed and sealed survey indicating this information. may be submitted in place of the Pre-Construction Elevation Certificate.**
- _____ 21. Submittal fee of \$75.

Before the 1st inspection can be scheduled, submit:

- _____ 22. Copy of title or MSO

Before a final inspection & C/O can be scheduled, submit:

- _____ 23. Finish Floor Elevation or Flood Elevation Certificate NGVD from a surveyor licensed by the State of Florida. **Note that the finished floor elevation must be 18" above the crown of the adjacent road and must be above the base flood elevation.**
- _____ 24. Final approval from Health Department on septic tank.
- _____ 25. Pay Solid Waste & Fire Assessment Collection Fee or provide copy of tax valorem assessment before CO can be issued (fee determined at time of final inspection)
- _____ 26. Final Road & Bridge

Permit Technician Initials _____