



www.polk-county.net/building

Items Needed for a Mobile Home Setup

Office of Planning and Development
Building Division
330 W. Church St.
P.O. Box 9005, Drawer GM02
Bartow, FL 33831-9005
(863)534-6080

Important Notes

Homeowners are not permitted to pull owner/builder permits for mobile home setups. Per Florida Statutes 320.8249, as of 09/01/00, a licensed mobile home installer must be listed on all mobile home setup applications.

If the mobile home is more than 3 years old, a mobile home pre-inspection is required before a set up permit can be issued. (Pre 1976 mobile homes may not be moved unless it is a forced move, per the Florida Department of Motor Vehicle rules and regulations.)

Application

- Complete the Mobile Home Set-Up application process online
- Upload Dimensional Site Plan showing all structures including steps, septic tank and drain field locations.
- Upload a completed Penetrometer Test and Anchoring System Affidavit.
- Upload a Blocking Plan must be submitted, this can be obtained from the mobile home installer. A typical blocking plan form can be found on the County's website.
- Upload a model specific anchoring system and model specific floor plan must be submitted with packet.
- Upload the required Skirting Affidavit. If owner is doing skirting, a separate permit is required.

Please visit www.polk-county.net/aca for forms required for mobile home set-up.

Prior To Inspection The Following Items Must Be Uploaded

- Before the first inspection, you must upload proof of:
 - A current Florida registration for the mobile home in your name;
 - A Manufactured State of Origin (MSO); or
 - Manufacture's Invoice and copy of Data Plate.
- A Recorded Notice of Commencement

- If on a septic system (new or existing), a septic tank permit or contingency letter from the Florida Department of Health is required prior to the first inspection. However, if in a registered mobile home park, only an OSTDS lot approval from the Florida Department of Health is required.
- If the mobile home set up is located in a flood area, a completed Flood Elevation Certificate must be submitted. For more information, contact Flood Plain Management at 863-534-6792.

PRIOR TO CO THE FOLLOWING MUST BE UPLOADED

- For set ups involving new connection to County water and/or sewer, tap receipt(s) are required prior to the issuance of a Certificate of Occupancy.

Please contact SWFWMD for well permits at 863-534-1448. Contact the Polk County Health Department for septic tank permits: 863-519-8330.