

PASCO COUNTY, FLORIDA
Minimum Requirements for Mobile Homes
And Park Models Which Are Permanently Set

REQUIRED DOCUMENTS MUST BE SUBMITTED AT TIME OF PERMIT APPLICATION		Items to be Included – Each Box Shall be Circled as Applicable		
1.	Permit Application completed legibly and in ink.	Yes	No	N/A
2.	Correct parcel identification number (available from Property Appraiser records or tax bill).	Yes	No	N/A
3.	Proof of ownership if different from Property Appraiser's records.	Yes	No	N/A
4.	Correct address, if available. Otherwise correct address will be provided during the review process.	Yes	No	N/A
5.	Contractors' identification number(s) and signature(s) on application at time of application.	Yes	No	N/A
6.	Notice of Commencement (required if value of proposed work is over \$2,500.00)	Yes	No	N/A
7.	Flood Protection: Flood Damage Prevention Regulations and minimum standards under the National Flood Insurance Program require new construction, substantial improvements and remodeling projects to be protected from flood damage. Pursuant to these regulations, the following information must be included with plans submitted for approval for structures built within the Special Flood Hazard Area (for greater detail, please refer to the Checklist for Flood Damage Prevention Review): verification of grade and structural related elevations; certification of materials, ventilation and floodproofing techniques, area identified for remodeling and the value of construction; and added engineer certifications for construction within a floodway or velocity zone and for commercial construction below the base flood elevation.	Yes	No	N/A
8.	Pasco County sanitary sewer/water receipt; OR If other than Pasco County, a utilities services agreement letter stating level of service is in accordance with the standards specified in the Pasco County Comprehensive Plan, as amended; OR Septic tank permit. Contact State of Florida Health Department, Pasco County Health Unit at: New Port Richey (727) 841-4221 Land 'O Lakes (813) 588-5173 Dade City (352) 521-1450 for information. This information must be provided prior to release of permit. NOTE: Septic tank /well is not an option. If facilities are available the plumbing systems shall be connected to the available services.	Yes	No	N/A
9.	Site plans: Provide two (2) copies of legible and accurately drawn, labeled and dimensioned showing: a. Property lines, easements, rights-of-way, bodies of water and jurisdictional lines. b. Roadways (including names) adjacent to the property. c. Existing and proposed structures giving dimensions and setback(s) to the property line(s). d. Existing trees (size, diameter and type), indicate those trees proposed for removal and identify any required replacement trees to be planted. e. Proposed access or driveway, walkways and sidewalks.	Yes	No	N/A
10.	Boundary survey.	Yes	No	N/A
11.	Elevation survey (if property is located within a flood zone or floodway).	Yes	No	N/A
12.	Sealed drainage plan or copy of overall lot drainage plan with lot indicated. Drainage plan must show existing elevation and proposed floor elevation. Required if lot size is less than one acre and proposed impervious area is 500 square feet or more.	Yes	No	N/A
13.	Fill/Drainage affidavit.	Yes	No	N/A
14.	Right of Way Use OR Driveway Connection permit application with 2 additional site plans.	Yes	No	N/A
15.	Homeowner affidavit if applicable under Florida Statue 489.103(7) for electrical and mechanical installation only. Affidavits available at the permitting offices.	Yes	No	N/A
16.	Review fees.	Yes	No	N/A
PLANS AND SPECIFICATIONS Mobile Home Structures		Items to be Included – Each Box Shall Be Circled As Applicable		
1.	Size, Year and Model of Mobile Home or Park Model.	Yes	No	N/A
2.	Blocking Diagram in accordance with 15-C, F.A.C. or manufacturers specifications.	Yes	No	N/A
GENERAL PLAN REQUIREMENTS		Items to be Included – Each Box Shall Be Circled As Applicable		
1.	Wind zone category.	Yes	No	N/A
2.	Exposure C or D (circle one).	Yes	No	N/A
Alternate Foundation plans shall include the following:				
1.	All materials and connections from the foundation to the roof structure with anchorage and connection details.	Yes	No	N/A
2.	Interior and exterior footing size and reinforcement, including lapping of reinforcement, location and dimensions of foundation dowels, vertical steel, and anchor bolt sizes.	Yes	No	N/A
3.	Column pad sizes and reinforcement.	Yes	No	N/A