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## Manufactured Home Checklist

This checklist is a submission guide for the manufactured home minimum plan review criteria. The submittal must include the following items that are applicable to your project and indicate compliance with the current editions of the Florida Building Code (FBC), National Electrical Code (NEC), and Florida Administrative Code.

### GENERAL REQUIREMENTS:

<input type="checkbox"/>	<p><b>PERMIT APPLICATION</b> – Apply online at <a href="http://www.PermitGNV.com">www.PermitGNV.com</a> - Do not upload construction documents to PermitGNV. All construction documents must be submitted to ProjectDox for review, which you will receive access to <u>after</u> the permit application is applied for and paid.</p> <p><b>Note:</b> All sub trade work will require separate permits. (Electrical, mechanical, plumbing, gas, etc.)</p>
<input type="checkbox"/>	<p><b>SUBMITTAL QUALITY</b> –</p> <ul style="list-style-type: none"> <li>• File names must clearly identify the content and/or be named with the sheet number and title.</li> <li>• All files must be clear &amp; legible. "Optional" details must be marked off or voided, if not used.</li> <li>• All files must be orientated properly w/out requiring further rotation to read.</li> <li>• All files must have a 4" x 4" blank area at the top-right corner of the page reserved for City Seal.</li> <li>• Drawings must include owner's name &amp; project address.</li> <li>• Drawings must be drawn to an approved scale or show the dimensions of all rooms/areas.</li> <li>• Drawings must be submitted as individual files. Min. drawing sheet size 11"x17" - No Max.</li> </ul>

### SUBMITTAL REQUIREMENTS:

<input type="checkbox"/>	<p><b>SITE PLAN</b> must show all of the following:</p> <ul style="list-style-type: none"> <li>• All existing buildings/structures on the lot, clearly labeled.             <ul style="list-style-type: none"> <li>○ If in a mobile home park, provide the distance from the proposed home to adjacent manufactured homes and/or property lines.</li> </ul> </li> <li>• Trees within 50ft of the work area and provide barricade details to protect all regulated trees.             <ul style="list-style-type: none"> <li>○ No trees to be removed without City approval.</li> </ul> </li> <li>• Visible utilities and easements including any well or tank locations.</li> <li>• Provide the North directional arrow and label all adjacent streets.</li> </ul>
<input type="checkbox"/>	Provide a written scope of work. A scope of work form is available on the City website, under Building Forms. Fill in each section and/or check the boxes if no work is being done.
<input type="checkbox"/>	Provide a picture of the state installation decal that is or will be affixed to the manufactured home.
<input type="checkbox"/>	Provide a floor plan of the manufactured home.
<input type="checkbox"/>	Provide the stair detail and skirting information, including ventilation requirements.
<input type="checkbox"/>	Provide the AHRI - Certificate of Product Ratings for the mechanical units being used.
<input type="checkbox"/>	Provide a pier blocking drawing, showing the locations, foundation dimensions, and the soil load bearing capacity. <ul style="list-style-type: none"> <li>• If using the anchoring system of the mobile home, provide the installation standards for the specific manufactured home model.</li> </ul>
<input type="checkbox"/>	Provide the Manufactured Home Installation Worksheet. The form is available on the City website, under Building Forms.
<input type="checkbox"/>	Provide the Site Preparation & Soil Bearing Capacity Worksheet. The form is available on the City website, under Building Forms.