



Marion County Building Department  
 2710 East Silver Springs Boulevard  
 Ocala, Florida 34470

Phone: (352) 438-2400 Fax: (352) 438-2401

Website: [www.marioncountyfl.org/Building/building\\_default.aspx](http://www.marioncountyfl.org/Building/building_default.aspx)

## Checklist Mobile Home (New)

Documents may be copied; signatures must be original

Office Use

	<b>Permit Application</b>	Completed and signed by: Owner - if submitting permit application as Owner/Builder a title to the mobile home will be required. Subcontractor - if one is used (name; signature/email required on permit application) Licensed Contractor - if contractor is submitting permit application Note: Signatures must be notarized if project cost is over \$2,500 (Building Department Service Representatives provide notary services)
	<b>Recorded Warranty Deed</b>	If property owner is new or recently changed, provide one (1) copy of a Recorded Warrant Deed. (Recorded deeds may be obtained at the Marion County Clerk of the Courts Office)
	<b>Site Plans</b>	Four (4) site plans indicating the size, dimension and location of the proposed improvement. Indicate the setbacks from all sides of the improvements to the property lines, to include the parking layout and handicap parking; and location of the electric meter. (for Sales Office or Construction Trailer)
	<b>Construction Drawings</b>	<b>CONSTRUCTION PLAN</b> Two [2] sets of plans are required: 1. Drawn to scale 2. Plans must include: Soils density test location plan with resulting soil density (pentrometer test at 6 locations if soil density is less than 1,000 psf) · Pier sizes and locations · Tie down plan · Longitudinal anchor locations (Specify manufacturer type or engineered system) · Floor plan · Crawl space skirting plan showing ventilation · Landing and stair locations · Stairway construction
	<b>Construction Lien Law Affidavit</b>	Signed by the owner of the real property or signed by an assigned member thru articles of incorporation.
	<b>Notice of Commencement (NOC)</b>	Projects over \$2,500 require a certified true copy of a NOC. The NOC must be submitted to the Building Department prior to the first inspection. The NOC must be signed by the property owner or an assigned member thru articles of incorporation. ( <a href="http://www.sunbiz.org">www.sunbiz.org</a> )
	<b>Owner/Builder Affidavit</b>	Required when owner is submitting a permit application as Owner/Builder. This affidavit must be signed in the presence of a service representative.
	<b>Notarized Authorization Letter / Lease Agreement</b>	If applicant is not legal owner, provide a notarized authorization letter from the property owner or a sign lease agreement.

**I certify that this application includes all of the required items listed above. I understand this packet will be rejected if any required documents are missing or incomplete.**

\_\_\_\_\_ Signature of Applicant/Contractor \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name of Applicant/Contractor

<b>For Office Use Only</b>			
Reviewed By: _____	Date: _____	Accepted: _____	Rejected: _____