

**Okeechobee County Community Development Department**  
**1700 NW 9<sup>th</sup> 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. Floor plan of unit.
- \_\_\_\_\_ 4. Site/plot plan including: Any new construction, Additions, Improvements or repairs of any kind.
- \_\_\_\_\_ 5. Energy Performance Index (EPI)
- \_\_\_\_\_ 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.**

**Before the 1<sup>st</sup> inspection can be scheduled, submit:**

- \_\_\_\_\_ 21. Original sub soil compaction test, certified by an engineer licensed by the State of Florida. (NOTE: Fax accepted for first (1<sup>st</sup>) inspection; ORIGINAL REQUIRED PRIOR TO FINAL INSPECTION). **ON NEW MOBILE HOMES, ONLY.**
- \_\_\_\_\_ 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 \_\_\_\_\_