



**Martin County, Florida  
Building Department**

900 SE Ruhnke Street, Stuart, FL 34994  
772-288-5916 [www.martin.fl.us](http://www.martin.fl.us)  
Text: 202-937-0892

**Mobile Home Checklist**

**Florida Building Code 7th Edition (2020)**

Please include the following items in the order shown below. If any item is not included identify the item and the reason for its exclusion in the narrative.

A non-refundable plan review fee is due upon submission of your application. Additional fees will be due prior to issuing the permit.

<input type="checkbox"/> <b>Building Permit Application</b>	<p>Complete all information on the Building Permit Application in the spaces provided. If information requested does not apply to the construction being performed, insert "N/A" for "not applicable". For further information or questions on the completion of the Building Permit Application, contact the Permitting Division at 772-288-5916.</p>	<a href="#">Application</a>
<input type="checkbox"/> <b>Owner/Builder Disclosure Statement</b>	<p><b>APPLICABLE TO OWNER/BUILDERS ONLY.</b> An Owner/Builder Disclosure Statement is a legally binding oath required by Florida Statute in order to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by Florida Statute 489.503(6) in order to be exempt from professional licensure requirements as an Owner/Builder. <b>This must be signed in the presence of a Building Department staff member.</b> For further information, contact the Contractors' Licensing Division at 772-288-5482.</p>	<a href="#">Florida Statute 489.503(6)</a>  <a href="#">Owner/Builder Disclosure Statement</a>
<input type="checkbox"/> <b>Land Clearing Plan &amp; Environmental Assessment</b>	<p>A Land Clearing Plan will be reviewed for approval with your building permit. Refer to Land Clearing Plan Checklist.</p> <p>An environmental assessment, as prepared by an environmental professional, is generally required prior to the approval of the Land Clearing Plan. Proposed impacts to listed species, such as the gopher tortoise, will require state permits. These permits must be uploaded to your building permit application before the Land Clearing Plan can be approved. Contact the <a href="#">Florida Fish and Wildlife Conservation Commission</a> (FWC) for more info.</p> <p>The building permit may be exempt from the requirement to obtain an approved Land Clearing Plan. This would be based on an environmental assessment that shows no listed species or no habitat areas exist, and where authorized clearing has been previously approved.</p>	<a href="#">Land Clearing Plan Checklist</a>  <a href="#">Sample Land Clearing Plan</a>  <a href="#">Environmental Consultant List</a>
<input type="checkbox"/> <b>Health Department Septic Tank Permit</b>	<p>If your property is served by septic system and additional living space is being constructed, a copy of the Health Department approved septic tank permit with the original approved stamped plans must be submitted. Please contact the Environmental Division of the Health Department at 772-221-4090 to request a septic tank permit application.</p> <p>If your property is served by a public or private sewer (non-septic) system, no such Health Department approval is required.</p>	

<input type="checkbox"/> <b>Surveys/Site Plans</b>	<p>Survey date cannot be older than October 4, 2002 (with the exception of driveways and fences) and cannot contain previous approval stamps. Surveys/Signed &amp; Sealed Site Plans must include the following:</p> <ul style="list-style-type: none"> <li>• N.A.V.D. elevations (property corners, mid-points at lot lines and average crown of road)</li> <li>• Proposed drainage</li> <li>• Flood Zone</li> <li>• Proposed setbacks from the property line to all sides of the proposed structure</li> <li>• All easements, landscape buffers, and preserve areas.</li> </ul> <p>For further information on survey submittal requirements, reference the Martin County Infill Code Compliance Checklist, or contact Site Compliance at 772-288-5920. Contact 772-288-5495 for zoning, setbacks, height, permitted use and lot coverage questions.</p>	<a href="#">Infill Lot Permit Application Checklist</a>
<input type="checkbox"/> <b>Floor Plans</b>	<p>Indicate the location of improvements. 7th Edition (2020) FBC/Residential/Building 107.2.1.</p>	
<input type="checkbox"/> <b>Mobile Hm. Pre-Move-On Inspection Report</b>	<p>To be completed for used mobile homes moved by a trailer.</p>	<a href="#">Mobile Hm. Pre-Move-On Inspection Report</a>
<input type="checkbox"/> <b>Manufacturers' Specifications</b>	<p>Please provide specifications on the structure: These are printed brochures from the manufacturers explaining limitations and installation of their products inclusive of all details, sizes, lengths, attachments, and details showing the construction of the structure. 7th Edition (2020) FBC/Residential/Building 107.2.1.</p>	
<input type="checkbox"/> <b>M.H. Torque &amp; Penetrometer Test Affidavit</b>	<p>This affidavit affirms the compressive strength of the soil at the proposed mobile home placement site.</p>	<a href="#">MH Torque &amp; Penetrometer Test Affidavit</a>
<input type="checkbox"/> <b>Trailer Title</b>	<p>Only if manufactured prior to 1994. (This is the mobile home title.)</p>	
<input type="checkbox"/> <b>Mobile Home Licensing Verification</b>	<p>Florida Statute requirement for Mobile Home Installers.</p>	<a href="#">Mobile Home Licensing Verification</a>

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