



## **Martin County Building Department**

900 SE Ruhnke Street, Stuart, FL 34994

772-288-5916 Text: 202-937-0892 [www.martin.fl.us](http://www.martin.fl.us)

# **Mobile Home (New) Checklist**

[Florida Building Code 8th Edition \(2023\)](#)

## **1. Building Permit Application**

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.

## **2. Land Clearing Plan & Environmental Assessment**

A [Land Clearing Plan & Environmental Assessment](#) will be reviewed for approval with your building permit. Refer to [Sample Land Clearing Plan Checklist](#). 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 [Florida Fish and Wildlife Conservation Commission](#) (FWC) for more info.

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.

## **3. Health Department Septic Tank Permit**

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.

If your property is served by a public or private sewer (non-septic) system, no such Health Department approval is required.

## 5. Surveys/Site Plans

Survey date cannot be older than October 4, 2002, and cannot contain previous approval stamps. Surveys/Signed & Sealed Site Plans must include the following:

- N.A.V.D. elevations (property corners, mid-points at lot lines and average crown of road)
- Proposed drainage
- Flood Zone
- Proposed setbacks from the property line to all sides of the proposed structure
- All easements, landscape buffers, and preserve areas.

For further information on survey submittal requirements, reference the [Infill Lot Permit Application Checklist](#), or contact 772-288-5495 for Site Compliance, Zoning, setbacks, height, permitted use and lot coverage questions.

## 6. Floor Plans

Indicate the location of improvements. 8th Edition (2023) FBC/Residential/Building 107.2.1.

## 7. Mobile Home Pre-Move-On Inspection Report

A [Mobile Home Pre-Move-On Inspection Report](#) be completed for mobile homes moved by trailer.

## 8. Manufacturer's Specifications

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. 8th Edition (2023) FBC/Residential/Building 107.2.1.

## 9. Mobile Home Torque & Penetrometer Test Affidavit

A [Mobile Home Torque & Penetrometer Test Affidavit](#) affirms the compressive strength of the soil at the proposed mobile home placement site.

## 10. Trailer Title

Only if manufactured prior to 1994. (This is the mobile home title.)

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