

The following offices are important during the process of obtaining a permit for a mobile home.

BUILDING SERVICES DIVISION

315 W. Main St., fifth floor
Tavares, FL 32778
(352) 343-9653
Hours: Mon.-Fri. 8 a.m. to 5 p.m.

ENVIRONMENTAL HEALTH

315 W. Main St., first floor
Tavares, FL 32778
(352) 253-6130
Hours: Mon-Thurs. 8 a.m. to 4:30 p.m.
*(closed at 12 p.m. on the second Wednesday
and fourth Friday of each month)*

ZONING DIVISION

315 W. Main St., fifth floor
Tavares, FL 32778
(352) 343-9641
Hours: Mon.-Fri. 8 a.m. to 5 p.m.

PROPERTY APPRAISER'S OFFICE

317 W. Main St., third floor
Tavares, FL 32778
(352) 343-9748
Hours: Mon.-Fri. 8:30 a.m. to 5 p.m.

**LAKE COUNTY CLERK OF
COURTS**

PUBLIC RECORDS CENTER

122 E. Main St.
Tavares, FL 32778
(352) 253-2600
Hours: Mon.-Fri. 8:30 a.m. to 5 p.m.
(stops recording at 4:30 p.m.)



LAKE COUNTY

DEPARTMENT OF
GROWTH MANAGEMENT

315 W. Main St., fifth floor
Tavares, FL 32778
Phone: (352) 343-9653
Fax: (352) 343-9771

www.lakecountyfl.gov
keyword: gm

**HOW TO OBTAIN A
PERMIT FOR A
MOBILE HOME**



LAKE COUNTY

DEPARTMENT OF
GROWTH MANAGEMENT
Building Services Division

315 W. Main St., fifth floor, Suite 523
Tavares, FL 32778
Phone: (352) 343-9653
Fax: (352) 343-9771

www.lakecountyfl.gov
keyword: gm

Before you start make sure you hire a licensed mobile home installer. **A home-owner cannot pull a mobile home set-up permit.**

FREQUENTLY ASKED QUESTIONS

Q. What is needed if a mobile home is pre-owned?

A. If a mobile home is pre-owned, obtain a pre-inspection permit prior to obtaining a set-up permit. The purpose of the pre-inspection permit is to inspect the home to ensure that it is a safe and habitable. If a mobile home is new, all that is needed is a mobile home set-up permit. According to state statutes, only a licensed mobile-home installer may pull a mobile home set-up permit. A homeowner cannot pull a mobile home set-up permit.

Q. How can a pre-inspection permit be obtained?

A. Complete a permit application, which is available at the Building Services Division or on the Web site at www.lakecountyfl.gov, keyword: gm. Anyone can obtain a mobile home pre-inspection permit. Other items that are needed include:

- A current tax receipt with full legal description or current property record card. (A recorded deed may be required to show current ownership.)
- A site plan to scale showing the proposed location of the mobile home.
- A zoning clearance for the approved proposed location of the mobile home.
- Proof of wind zone. (minimum wind zone 2 required).
- The mobile home must be located in Lake County in order for the inspection to be made. Note: Minimum roof pitch is 3:12

Q. What is needed if the mobile home is located in a flood zone?

A. If a mobile home is determined to be in a flood zone, the applicant will be required to submit a final flood elevation certificate. The elevation certificate must be signed and sealed by a Florida registered surveyor or engineer. The final flood elevation certificate must be submitted to the Lake County Department of Public Works for approval before final inspection.

Q. What is required for a permit?

A. The following is required for a permit package:

- **Permit application** with job value, detailed directions to the job site and names and license numbers of subcontractors. A permit application can be obtained from the Building Services Division or on www.lakecountyfl.gov.
- **A current tax receipt or property record card** showing a full legal description and current owner's name. A recorded deed may be required to show current ownership.
- **Plot plan** with lot dimensions, location of all structures, bodies of water and distances to property lines and wetlands. Plans must be drawn to scale.
- **Floor plan**, if it is a new mobile home you must provide a manufactures floor plan.
- **Mobile home set up certificate** that has been completed and signed by the mobile home installer.
- **Manufactures blocking diagram** showing location, pad size and carrying weight for each location.
- Copy of the **Ventilated Skirting Detail**.
- **Zoning clearance** obtained from the Zoning Division. If the project is located in the boundaries of a municipality that Lake County issues permits for, one will need to be obtained from the municipality.
- **Driveway permit application** is required if property entrance is on a County maintained road.
- **Notice of commencement** This gives notice that the property is being improved and job value is greater than \$2500.00.
- **Environmental Health approval** is needed if a home has a well or septic system.
- **Impact fee letter** can be obtained from the Property Appraiser's Office. This is needed to obtain a credit, if impact fees have been previously paid on a property where the home is being replaced.
- **Park permission** if the job is located in a mobile home park and is on a rental piece of property, park permission on park letterhead is required.

Q. Is information about subcontractors working on the project needed?

A. All sub contractors must be listed when applying for a permit. If the owner requests to do their own plumbing, electric or mechanical work on the mobile home, he or she may apply separately for an owner-builder permit to do the work. The set-up permit must be issued first when applying for separate permits.

More specific details about mobile home set-up requirements are available at:

Electrical

(2005 National Electrical Code)

Electric Service – Article 230, Article 550

Wire Size – Article 300, Table 310-15.B.6

Wire Burial Depth – Article 300, Table 300-5

Grounding – Article 250

Pump Wiring – Article 430

Air Conditioning Wiring – Article 440

Plumbing

(2004 Florida Building Code Residential)

General Requirements – Chapter 26

Water Service and distribution – Chapter 29

Sanitary Drainage – Chapter 30

Mechanical

(2004 Florida Building Code Residential)

General Requirements – Chapter 13

Heating and Cooling Equipment – Chapter 14

Building

(2004 Florida Building Code Residential)

Stairs – R311.5.1

Stair Treads & Risers – R311.5.3

Landings – R311.5.4

Hand Rails – R311.5.6

Guards – R312

Site Address Numbering – Lake County Ordinance 1995-52