



*Building & Fire Prevention Division*  
**NEW MANUFACTURED/MOBILE HOME PERMITS**

- Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- Copy of a contract, signed by the Mobile Home Installer and the property owner, indicating the documented construction value of the project.
- Copy of Mobile Home Installer's License issued by the State of Florida, as required by F.S. 320.8249
- A site specific notarized power of attorney shall be required from the Mobile Home Installer if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Sanford as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida.
- The Owner/Builder exception does not apply to Mobile or Manufactured Homes
- Two (2) site plans indicating proposed location.
- Two (2) copies of the Manufacturer's floor plan.
- Two (2) copies of the Manufacturer's Installation Manual
- Two (2) copies of the Manufacturer's blocking or tie-down diagram.

Please note – any accessory structures not part of the Manufactured Home requires a separate Building Permit.

All trades (Electric, Mechanical & Plumbing) must apply for sub-permits to perform the hook-ups.

A state-issued decal, required by F.S. 320.8249(14), must be affixed to each new Manufactured/Mobile home.