

Application # _____

Date: _____

Permit Clerk: _____

WALTON COUNTY BUILDING DEPARTMENT CHECKLIST FOR MOBILE HOME PERMITS
DEFUNIAK SPRINGS 892-8160, FREEPORT 267-2084

Applicant /Clerk *Notice: This form must be attached to all Mobile Home Applications.*

- _____ 1. **Parcel Number** – Call Property Appraiser at 892-8123.
- _____ 2. **Proof of Ownership of Property.** (Must be a recorded deed from the Clerk of Courts)
If you do not own the property, then you will need to provide a **notarized letter** signed by the property owner giving you permission to set up the Mobile Home on the property.

According to Florida Statutes 320.8249... All persons desiring to install a Mobile Home must possess a State Mobile Home Installer’s License. **Permits will not be sold to Homeowner unless they provide a copy of the Installer’s License and Notarized Authorization from the Installer.**
- _____ 3. **Septic Tank Permit or Water and Sewer Availability Letter from Utility Co.** – Health Dept: 892-8021, South Walton Utilities: 837-2988, Regional Utilities: 231-5114, Inlet Bch: 231-4498, or Freeport City Hall: 835-2822.
- _____ 4. **Planning Approved Site Plan and Review Sheet.**
- _____ 5. **Elevation Certificate (Flood Zone Only)** – Two are required: proposed elevation certificate required at time of permitting and a final elevation certificate before inspection but after set up completed.
- _____ 6. **Plans (Flood Zone Only)** - Two sets of signed and sealed foundation plans are required.
- _____ 7. **A SCALE DRAWING OF ALL PIER BLOCK LOCATIONS AND FOUNDATION OR FOOTER DIMENSIONS. IF THE SOIL BEARING CAPACITY IS NOT KNOWN, PIER PLACEMENT SHALL BE BASED ON A SOIL LOAD BEARING CAPACITY OF 1,000 PSF. THIS INFORMATION MAY BE OBTAINED FROM THE LICENSED INSTALLER.**
- _____ 8. **Fire Impact Fee Receipt** – South Walton area call 267-1298 and Liberty area (Thriftway Market) 892-2932
- _____ 9. **Fees** – Will be determined upon submittal. Homeowner or Contractor may pay with cash, check or credit card. Personal Checks and Credit Cards from Courier will **NOT** be accepted.

If the Mobile Home is **USED**, our Department must Pre-Inspect **before** obtaining the actual setup permit. Fee for this inspection is \$35.00.

All Mobile Homes must be labeled **ZONE II or III** in order to be setup in the State of Florida. If your property is located within 1500 feet of the Gulf coast, then your Mobile Home must be labeled **ZONE II or III, and EXPOSURE D.**

SETBACK REQUIREMENTS from the Mobile Home to the Property Line:

Front – 20 Feet Back – 15 Feet Sides – 7.5 Feet

SETBACK REQUIREMENTS from Mobile Home to the Following:

Creek – 50 Feet Wetlands – 25 Feet Bay – 50 Feet River – 50 Feet

Coastal Lake – 100 Feet

(Exception: Lots of Record prior to Nov. 07, 1996, that are less than 200 feet deep may have 25 foot or 25% of the depth of the lot, whichever is greater.)