



**BUILDING DEPARTMENT**

190 Malabar Road, S.E. • Suite 105 • Palm Bay, FL 32908

**Phone: (321) 953-8924 • Fax: (321) 953-8925**

**NEW MANUFACTURED MOBILE HOME SET-UP  
ON AN INDIVIDUALLY DEEDED LOT**

- Completed building permit application.
- Electrical riser diagram (only if a new electrical service is being installed).
- One (1) copy of floor plan drawn to scale indicating location of doors and windows, number of bedrooms or copy of manufacturer's brochure. Show location and size of front entrance landing including height, depth, and width of connecting steps. Also, show location of A/C compressor and projections from manufactured home.
- One (1) copy of manufactured home installation manual or 15C worksheet.
- Proof of ownership of manufactured home by one of the following: copy of current Florida registration OR copy of Certificate of Title or a copy of completed form 500 OR copy of contract for sale/bill of sale.
- Copy of Environmental Health Department (321-633-2100) septic and well permit or copy of water & sewer availability receipt.
- One (1) copy of certified boundary survey of property including locations and dimensions of all easements, all existing and proposed structures drawn to scale with distances to property lines and bodies of water. Include sketch of landscape plan and driveway plan on survey.
- To obtain a building permit to set up a manufactured home, the contractor obtaining the building permit must provide a copy of a State of Florida Manufactured Home Dealer or Manufacturer's license or a Mobile Home/Manufactured Home Installer's license.
- Flood zone information must appear on the survey or be provided in a letter from City of Palm Bay Land Development Division. Contact Land Development at (321)733-3042 or e-mail at [floodzone@palmbayflorida.org](mailto:floodzone@palmbayflorida.org).
- Proof of ownership of the property (copy of deed).
- Copy of the recorded Notice of Commencement (if value is greater than \$2,500).

Note: Additional documents may be required upon request by the Building Official.