



PLANNING AND DEVELOPMENT
OFFICE

*Planning – Zoning – Environmental – Permits & Inspections
Code Enforcement*

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“Serving Citizens Responsibly”

**CHECKLIST FOR BUILDING PERMITS
MOBILE/MANUFACTURED HOUSES**

1. ____ Completed Permit Application
2. ____ Well Permit or Water Meter Receipt
3. ____ Septic Permit
4. ____ Recorded Deed
5. ____ Recorded Plat (No Larger Than 11 X 17)
6. ____ Driveway Receipt/Permit (Either Public Works or DOT)
7. ____ Detailed Building Plans (No Larger Than 11 X 17)
8. ____ Copy of Homeowner/Builder's Driver's License
9. ____ Copy of Current Year Business License
10. ____ Copy of Mobile Home Dealer License
11. ____ Copy of Mobile Home Installer's License
12. ____ Homeowner Affidavit (if applicable)
13. ____ Residential Impact Fee Affidavit
14. ____ Submittal checked for completeness by: _____