

**Okeechobee County Planning and Development Department**  
**1700 NW 9th Avenue, Suite A | Okeechobee, FL 34972**

**Phone: (863) 763-5548 Fax: (863) 763-5276**

**Building Permit Application Checklist**

**Mobile Home/Park Model/RV**

**Submit 2 copies of the following with your application:**

- \_\_\_\_\_ 1. Completely fill out and sign permit application. The Parcel ID number **must** be on the permit. Incomplete applications cannot be accepted and will be returned.
- \_\_\_\_\_ 2. List all sub-contractors, provide sub-contractor verification form.
- \_\_\_\_\_ 3. Floor plan of unit.
- \_\_\_\_\_ 4. Site/plot plan including: Any new construction, Additions, Improvements or repairs of any kind.
- \_\_\_\_\_ 5. Copy of title or MSO
- \_\_\_\_\_ 6. Energy Performance Index (EPI)
- \_\_\_\_\_ 7. If using septic tank, Health Department permit or letter of approval; for all others, authorization letter from OUA or privately owned and operated sewage treatment plant.
- \_\_\_\_\_ 8. Copy of recorded deed or tax receipt showing current ownership of property.
- \_\_\_\_\_ 9. Notarized statement of authorization from property owner/agent if parcel is leased.
- \_\_\_\_\_ 10. Supplemental applications for installation of a used dwelling unit. Used dwellings more than 5 years old may require approval from the Board of Adjustments and Appeals. This applies to RM, RR and A zoning districts and can take up to 60 days.
- \_\_\_\_\_ 11. Pocket penetrometer test & Torque Test
- \_\_\_\_\_ 12. Foundation pier blocking layout and Tie down specifications
- \_\_\_\_\_ 13. 2 copies of installation manuals
- \_\_\_\_\_ 14. Stair/Handrail/Guardrail Detail
- \_\_\_\_\_ 15. Skirting Detail
- \_\_\_\_\_ 16. Longitudinal Stabilizing Device (LSD) Detail
- \_\_\_\_\_ 17. Driveway Permit from Road & Bridge Department
- \_\_\_\_\_ 18. Engineer letter or Pre-tie down forms are required to be filled out on **ALL** used dwellings units.

**Before the 1<sup>st</sup> inspection can be scheduled, submit:**

- \_\_\_\_\_ 19. Original sub soil compaction test, certified by an engineer licensed by the State of Florida. (NOTE: Fax accepted for first (1<sup>st</sup>) inspection; ORIGINAL REQUIRED PRIOR TO FINAL INSPECTION). **ON NEW MOBILE HOMES, ONLY.**

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**Before a final inspection & C/O can be scheduled, submit:**

- \_\_\_\_\_ 20. Finish Floor Elevation or Flood Elevation Certificate NGVD from a surveyor licensed by the State of Florida. **Note that the finished floor elevation must be 18" above the crown of the adjacent road and must be above the base flood elevation.**
- \_\_\_\_\_ 21. Final approval from Health Department on septic tank.
- \_\_\_\_\_ 22. Pay Solid Waste & Fire Assessment Collection Fee or provide copy of tax valorem assessment before CO can be issued (fee determined at time of final inspection)

Permit Tech \_\_\_\_\_