



# City of North Miami Beach, Florida

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## BUILDING DEPARTMENT

### MOBILE HOME CHECKLIST

\*The City of North Miami Beach requires 2 sets of plans/surveys packaged and stapled together and  
1 application and all other forms being submitted for this permit

#### Required

\_\_\_\_ PROOF OF OWNERSHIP (Deed or current Tax Bill or Attach Lease Information)

\_\_\_\_ Zoning            Surveys must show all easements and encumbrances. Work being done must be highlighted and have setbacks labeled. Gate locations must be shown.

\_\_\_\_ Engineering    (Slab Provide drainage cross sections from top of slab to property lines include all dimensions, elevations and slopes show all views.)

(Provide cross section of swale; must be a minimum of 3" in right away for drainage)

Show utility easements on plans and location of driveways.

Provide proposed F.F.E for unit

Provide B.F.E on plans

Provide Lowest Machinery elevations (each AC unit)

Show location of water meter and sewer lateral.

\_\_\_\_ Structural        2 Plans (Sealed by Architect/Structural Engineer)

For attachment/Tie Down.

Mobile Home Forms (see attached) State sewer or septic on application

DCA approved plans, indicate approved wind zone

\_\_\_\_ Completed Building Permit application – (Signed and notarized) Please note Plumbing, Electrical are separate applications.

\_\_\_\_ Electrical Application (Signed and notarized)

\_\_\_\_ Plumbing Application (Signed and notarized)

\_\_\_\_ Contractors - A copy of all applicable licenses (Competency & Occupational) Insurance certificates for Workman's Comp and General Liability

\_\_\_\_ Mobile Home Installer: License required

\_\_\_\_ Signed contract indicating cost of project (Signed by both parties)

\_\_\_\_ Upfront fee required at time of application.