



City of North Miami Beach, Florida

BUILDING DEPARTMENT

REQUIREMENTS TO OBTAIN PERMIT FOR MOBILE HOMES/MANUFACTURED BUILDINGS

REVISED AS OF MAY 20, 2015

1. Provide survey with trailer layout. Needs 5' - 0" set back on all sides (SFBC requires 10' distance separation).
2. Needs elevation certificate by surveyor to show lowest habitable floor. (Federal Emergency Management Agency, F.E.M.A.)
3. Health Department approval for septic tank and drainfield.
4. 2 sets of plans for foundation, anchors and tie-downs per State of Florida, Department of Community Affairs guidelines (sealed by architect/engineer).
4. a) D.C.A. Approved plans to indicate approved wind zone.
5. All trailers to be relocated must be inspected by the Building Department.
6. Electrical permit required. (Signed and notarized)
2 sets of plans for service and grounding
7. Plumbing permit required. (Signed and notarized)
8. Completed Building Permit Application by approved State of Florida Licensed Mobile Home Installer. (Signed and notarized)
9. A copy of all licenses, Insurance Certificate for Workman's Comp and General Liability.
10. Signed contract indicating cost of project (Signed by both parties – cost to include material and labor)
11. Travel Trailers used as housing, shall comply with requirements 1 thru 10.

See Attached PROCEDURES OF MANUFACTURED BUILDINGS