



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: _____