

WALTON COUNTY BUILDING DEPARTMENT CHECKLIST FOR MOBILE HOME PERMITS
 DEFUNIAK SPRINGS 892-8160, FREEPORT 267-2084



Applicant /Tech *Notice: This form must be attached to all Mobile Home Applications.*

- _____ 1. **Parcel Number** – Call Property Appraiser at 892-8123.
- _____ 2. **Proof of Ownership of Property.** (Must be a recorded deed from the Clerk of Courts)
 If you do not own the property, then you will need to provide a **notarized letter** signed by the property owner giving you permission to set up the Mobile Home on the property.
- _____ 3. **Septic Tank Permit or Water and Sewer Availability Letter from Utility Co.** – DEP online <http://OSTDS.floridadep.gov> or email OSP-Help@FloridaDEP.gov , South Walton Utilities (850) 837-2988, Regional Utilities: (850) 231-5114, Inlet Beach (850) 231-4498 or Freeport City Hall: (850) 835-2822.
- _____ 4. **Fire Impact Fee Receipt** – South Walton area call (850) 267-1298, Liberty area for appointment call (850) 892-5833 or email info@libertyfiredistrictfl.gov and Argyle area request application by emailing argylefd99@gmail.com or (850) 892-4702
- _____ 5. **Planning Approved Site Plan with Review Sheet and/or Letter**
Planning Contacts: County (850) 267-1955, DeFuniak Springs City Limits (850) 892-8537, Freeport City Limits (850) 835-2340, Paxton City Limits (850) 834-2489
- _____ 6. **Mobile Home Installer-** According to Florida Statutes 320.8249... All persons desiring to install a Mobile Home must possess a State Mobile Home Installer’s License. **Permits will not be sold to Homeowner unless they provide a copy of the Installer’s License and Notarize Authorization from the Installer.**
- _____ 7. **Blocking Plan** - A scale drawing of all pier block location and foundation or footer dimensions. If the soil bearing capacity is not known, pier placement shall be based on a soil load bearing capacity of 1,000 PSF. This information may be obtained from the licensed installer.
- _____ 8. **Plans (Flood Zone Only)** - Two sets of signed and sealed foundation plans are required.
 (1) hard copy signed & sealed and (1) electronic copy on CD in PDF Format with attached signed & sealed letter

If the Mobile Home is **USED**, Pre-Inspection must be completed **before** obtaining the actual setup permit. The fee for this inspection is \$35.00.

All Mobile Homes must be labeled **ZONE II or III** in order to be setup in the State of Florida. If your property is located within 1500 feet of the Gulf coast, then your Mobile Home must be labeled **ZONE II or III, and EXPOSURE D.**

Need help finding a licensed installer you may visit the Florida Highway Safety and Motor Vehicles website at www.flhsmv.gov you can then search by County, City or State.

<https://www.flhsmv.gov/motor-vehicles-tags-titles/dealers-installers-manufacturers-distributors-importers/mobile-home-installer/list-of-licensed-mobile-home-installers/>

SETBACK REQUIREMENTS from the Mobile Home to the Property Line:

Front – 20 Feet Back – 15 Feet Sides – 7.5 Feet

SETBACK REQUIREMENTS from Mobile Home to the Following:

Creek – 50 Feet Wetlands – 25 Feet Bay – 50 Feet River – 50 Feet
 Coastal Lake – 100 Feet

(Exception: Lots of Record prior to Nov. 07, 1996, that are less than 200 feet deep may have 25 foot or 25% of the depth of the lot, whichever is greater.)

Online portal [Civic Access \(tylerhost.net\)](http://Civic Access (tylerhost.net)) and forms are available under Building Division at www.co.walton.fl.us

Fees will be determined upon submittal. Homeowner or Contractor may pay with cash, check, or credit card. Personal Checks from a courier will **NOT** be accepted.