

# MANUFACTURED HOME (IN PARK) SUBMITTAL CHECKLIST

City of Daytona Beach

This list is used when adding or replacing a mobile home in an existing mobile home park

Jobsite Address \_\_\_\_\_

Contractor/Agent \_\_\_\_\_ Contact Phone \_\_\_\_\_

**Applicant**  
Submitted N/A

- Complete the permit application submittal online.
- Recorded Notice of Commencement.
- Permit authorization of license holder (if Applicable).
- Signed and sealed survey (or a neatly drawn site plan) providing all of the following:
  - All proposed improvements showing the setback measurements for the principal structure, driveway, A/C pad, and any accessory structures- from all property lines.
  - Proposed Finish Floor Elevation (minimum 12" above the crown of the road and 1' above base flood elevation).
  - Elevations at the crown of the road, all corners (including one between each corner), and mechanical equipment.
  - Flow arrows showing storm water runoff (a depiction of type "A, B or C" drainage shall be acceptable).
  - Flood Zone according to the most current FEMA map.
- IF Applicable*** - signed, and sealed Elevation Certificates **IF** in 100 year Flood Zone or non-FIRM
- Mobile home setup information to include manufacturers blocking diagram showing shearwall locations and centerline loading, the manufacturer's installation manual and a completed HUD approved manufactured Home Installation Worksheet.
- One complete set of Energy Forms signed, dated & 1 copy of front page.  
***All forms must be completed***

A separate permit application is required for screened rooms, utility sheds, carports, and other additions to the home

Additional plans, documents, and information may be required