



Development Services Department

Building Services Division

<http://sumtercountyfl.gov>

Villages Service Center
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Bushnell Office
319 E Anderson Avenue

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Schedule inspections: (352) 569-1529



General Mobile Home New Construction Checklist

Site

- Parcel identification number or 911 address. Recorded deed if property appraisers does not match current owner
- Survey or site plan drawn to scale showing the dimensions of the property, setbacks, easements, roads, wells, septic tank, existing structures and new improvements (include dimensions of improvements)
- Permit application. Applicant must be a mobile home set-up contractor to set up mobile, electrical and mechanical contractor identified on permit application, if owner/builder must personally appear. Subcontractors provide authorization to mobile home set-up contractor.
- Pre-permit inspection check list required for mobile homes 15 years or older tan permitting year)

Building Documents (two copies for paper submittals/one electronic copy)

- Foundation, blocking diagram with schematic of the manufacturers tie down
- Floor plan
- Title or purchase agreement showing size and age of mobile home
- Electrical service requirements, panel size and details
- Skirting requirements
- Entrance stairs and/or decks
- Driveway permit
- Septic permit