



Serving the Community

City of Cocoa, Florida

COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION
65 Stone Street, Cocoa, Florida 32922
PHONE (321) 433-8501 FAX (321) 433-8543

MANUFACTURED OR MOBILE HOME SET-UP PERMIT (IN RENTAL PARK)

PLEASE PROVIDE THE FOLLOWING MINIMUM INFORMATION:

- Before submitting please contact the City of Cocoa Planning and Zoning Division at (321) 433-8530 for information on setbacks, lot coverage, height, etc.
- Completed building permit application (property owner must sign application).
- Copy of a State of Florida Manufactured Home Dealer or Manufacturer's license or a Mobile Home/Manufactured Home Installer's license or on file in repository or Owner/Builder affidavit form (if applying as contractor).
- Copy of city and/or county local business tax receipt (if not on file in repository).
- Copy of certificate of worker's compensation or exemption (if not on file in repository).
- Copy of certificate of general liability insurance (if not on file in repository).
- List all subcontractors on permit application, provide permit authorization letters or forms, and submit copies of licenses and insurances (plumbing, electrical and/or mechanical contractor).
- Proof of ownership of the real property where mobile home will be installed (copy of warranty deed or county tax bill).
- Notarized approval letter from the mobile home rental park owner/manger, authorizing the set-up of the mobile home.
- Notarized approval letter from the owner of the mobile home authorizing the set-up of the mobile home.
- Electrical riser diagram (only if a new electrical service is being installed).
- Two (2) sets of floor plans drawn to scale indicating location of doors and windows, number of bedrooms or copy of manufacturer's brochure. Show location and size of front entrance landing including height, depth and width of connecting steps. Also, show location of A/C compressor and any projections from manufactured home.
- Two (2) copies of manufactured home installation manual or 15C worksheet (DMV form).
- Proof of ownership of manufactured home by one of the following: copy of current Florida registration OR copy of Certificate of Title OR copy of completed DMV Form 500 OR copy of contract for sale/bill of sale. If a "dealer," evidence of title as required by section 320.77(10), Florida Statutes.
- Copy of State of Florida Environmental Health Department septic and well permits OR copy of water and sewer receipt.
- Two (2) copies of plot plan drawn to scale indicating locations and dimensions (plot plan must show flood zone and finished floor elevations) of all easements, septic tank and drainfield locations, existing and proposed structures and bodies of water. All distances between all others structures and streets shall be depicted.
- Pre-owned unit must have the City of Cocoa inspection report signed by the installer and dealer.
- Copy of lot drainage & driveway permit (contact City of Cocoa Engineering Division at 321-433-8795).
- Copy of the recorded Notice of Commencement (NOC) or affidavit of filing for NOC (if over \$2,500.00) or contract (if less than \$2,500.00).
- Building permit document or plans review fees paid.

THE CITY RESERVES THE RIGHT TO REQUIRE THAT THE APPLICANT SUBMIT ADDITIONAL INFORMATION TO THE EXTENT THE INFORMATION IS REQUIRED TO DETERMINE THAT THE MOBILE HOME WILL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE LAW.

Note: Should you have questions or require any additional information, please contact the Building Division at (321) 433-8501. Additional documents maybe required upon request by the Building Division. 1/28/09 TSD