

MOBILE HOME ADDITION

Please submit/upload plans in PDF format

Please indicate items submitted with a checkmark (√)

Please upload [this Checklist and any Required Forms](#) in .pdf format to the appropriate category [<Survey>](#) [<Building Plans>](#) [<Supporting Docs>](#) [<NOA>](#) following the TOJ Naming Convention found in Help Documents

Create online as: **Residential Addition**

30% of permit fees due with this application. Balance of fees (building, impact, etc.) due at time of permit issuance. All subcontractor permits shall be issued prior to commencing work.

1. Site Information [<Survey>](#)

- a. Site plan of Mobile Home lot with setbacks and distance to any structures (If lots are individual owned then a copy of the Signed & Sealed survey is **REQUIRED** with setbacks) _____
- b. Lot drainage plan/survey required with direction of flow arrows showing the proposed drainage _____
- c. Floodplain Development Permit – Required if, structure is in a Flood Hazard Zone _____
- d. Elevation Certificate, Signed & Sealed, *if applicable* _____
- e. Soil analysis, signed/sealed, *if applicable* _____
- f. Completed Drainage Certification Form, *if applicable* _____

2. Plans [<Building Plans>](#)

- a. Plans must state design parameters, with current product approval stamp (FBC, Miami-Dade, etc) Included but not limited to:
 - Occupancy/Use of rooms _____
 - Existing & Proposed Area Tabulations (Conditioned/Unconditioned space, Porches, etc) _____
 - Room Dimensions, Ceiling Height, Window & Door Location with Dimensions & Bedroom Egress _____
- b. Floor Plan (Original & Proposed with Finished Floor Elevation) _____
- c. Typical wall sections & details _____
- d. Elevations (with Required Design Pressures for all openings, Product Approvals/NOA & Information regarding Impact Protection for openings) _____
- e. Roof Plan (Roofing is Separate Permit) _____
- f. Structural Drawings (Foundation Plan, Beam & Column location/details, Framing, etc) _____
- g. Electric Drawings, Existing and Proposed (Existing service riser and panel layout, Additional load calculation, lighting/switch/receptacle outlet locations, etc) _____
- h. Mechanical Drawings, Existing and Proposed (Plan, Equip. Info, Details, Duct Type, Insulation R value, SEER, KW, etc) FL Energy Efficiency Code Form and HVAC load calculations. _____
- i. Plumbing Drawings, Existing and Proposed (Plan, Riser/Isometric, Details, etc) _____
- j. Manufacturer and Engineer Signed & Sealed truss layout with designer's name and design loads _____

MOBILE HOME ADDITION

NOTE: If the Mobile Home were to be Removed then the Addition MUST be Structurally Independent

3. Supporting Documents <Supporting Docs>

- a. Letter of Approval from mobile park owner _____
- b. Owner/Builder Affidavit, *if applicable* _____
- c. FL Energy Efficiency Calculations signed/sealed _____
- d. Signed/Sealed Soil Analysis Report, *if applicable* _____
- e. Completed Drainage Certification form _____

4. Approval Stamps & Letters *where applicable* <Supporting Docs>

- a. Sanitary Sewer - Loxahatchee River District Environmental Control (ENCON) _____
 - Address: 2500 Jupiter Park Drive
 - Phone: 561-747-5700
- b. Septic system - Palm Beach County Health Department _____
 - Phone: 561-840-4500
- c. Jupiter Utilities Department (*If Applicable*): 561-746-5134 _____

5. Product Approval <NOA>

- a. Product approvals shall be signed by designer _____
 - **MUST** be on jobsite for inspection
- b. Provide Product Approvals as required _____
 - State of Florida Product Approval with installation instructions & engineered plans _____
 - Be sure to mark the **EXACT** product number _____
 - Miami-Dade Notice of Acceptance (NOA) with installation instructions _____
 - Engineer signed/sealed plans and calculations for custom design _____
- c. Information required from product approval: _____
 - **ALL** project specific details shall be Identified/Marked/Circled on product Approval Installation Instructions _____

Required items:

- **Permits for Electric, Mechanical, Plumbing, Driveway (Engineering permit), Roofing, Fence, Pool, Pool Deck, etc. required before commencing that work.**
- **Form board tie-in survey with finish floor elevation shall be submitted prior to placing concrete**
- **Garage door certification for windload and anchoring specs required for inspection**
- **Provide inspector with final 'as-built' drainage plan at final inspection**

For Certificate of Occupancy at time of completion you must have:

- **Finished Floor Elevation on a signed/sealed final tie-in survey**
- **FEMA Elevation Certificate signed/sealed by surveyor**
- **Structure completed according to approved plans, Florida Building Codes and Jupiter codes and ordinances**
- **Termite protection compliance certificate**
- **Jupiter Building policy prohibits Temporary Certificate of Occupancy**



Asbestos & Lead Paint Notification Statement

Required for ALL Demolitions and / or Renovations

Per Florida Statute 469.003, It is the responsibility of the owner / operator / applicant to comply with this provision.

By signing below I/we agree to notify the Palm Beach County Health Department of the intention to remove asbestos, when applicable, in accordance with State and Federal law.

I/we further acknowledge that lead paint is a dangerous material that may be present in buildings constructed prior to 1978. I/we agree to mitigate the presence of lead paint with properly trained firms and with proper notice to occupants of affected buildings in compliance with 40 CFR part 745 Code of Federal regulations for lead paint abatement. We also acknowledge that the Town of Jupiter has provided the web addresses and the links to [Code Of Federal Regulations](#) pertaining to lead paint abatement effective April 22, 2010 as well as the [EPA's Steps to Lead Safe Renovation](#), Repair and Painting.

Job site address: _____

Contractor's Information: _____

Licenses: _____ Phone #: _____

Address: _____

Date: _____

Contractor's printed name: _____

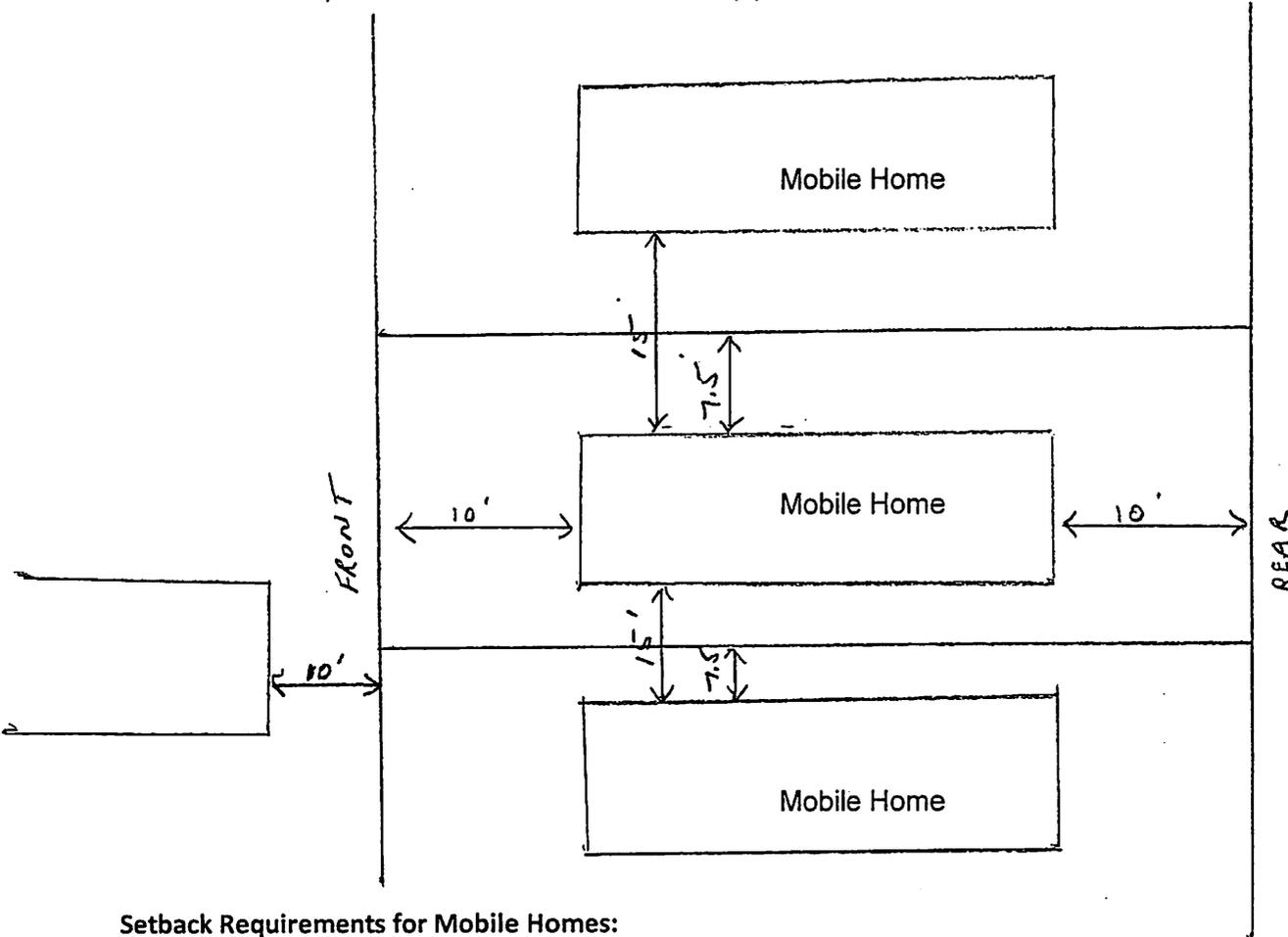
Contractor's signature: _____

Contractor _____ Tel _____ Permit No _____

Project Address _____

Complete sketch with the following information:

1. Dimensions and location of existing structures.
2. Fill in all setback dimensions. Be sure that any structural additions to the mobile home are shown awnings, screens and carports, etc. with existing setbacks.
3. Indicate location of front of lot and streets.
4. Indicate driveway and parking areas.
5. Shed required setback Section 27-1667 (a)



Setback Requirements for Mobile Homes:

Front - 10' ft. to property line of lot.

Rear - 10' ft. end to end.

Interior sides - 7.5 ft. to property line, 15' ft. between mobiles.

Corner sides - 15'

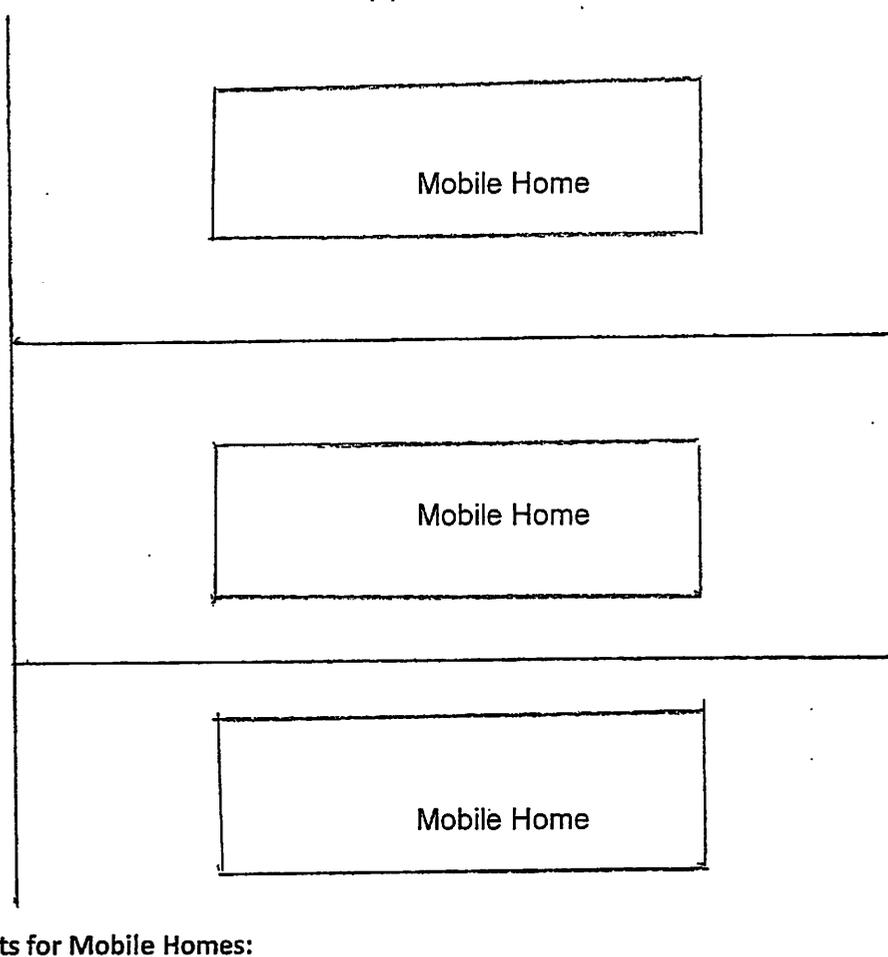
Setbacks from permanent building or perimeter property line is 20' ft.

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