



City of Auburndale

Mobile Home Guidelines

Revised September 2021

Please include the following items in the order shown below.

Mobile Home Setup Permit Application

Complete all information on the Mobile Home Setup Permit Application and Mobile Home Worksheet in the spaces provided. If information requested does not apply to the construction being performed, insert "N/A" for "not applicable". For further information or questions on the completion of the Building Permit Application, contact Construction Services at 863-965-5530 or permit@auburndalefl.com

Owner-Builder Affidavit

Applicable to owner/builders only. An Owner-Builder Affidavit is a legally binding oath required by Florida Statute, which you are required to execute to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by [Florida Statute 489.103\(7\)](#) to be exempt from professional licensure requirements as an Owner/Builder.

Plot/Site Plan

The Site Plan must include proposed setbacks from the property line to the deck. Contact us for further information on submittal requirements.

Florida Product Approval and Manufacturer Installation Sheets

Provide the Florida Product Approval number and installation sheets for the metal being installed. For assistance in obtaining the installation sheets or approval numbers, please visit www.floridabuilding.org.

Please provide a scope of work in written form describing the work in the following details:

- Stripping deck or leaving one layer of shingles
- Repair of any decking or trusses/rafters

Structural repairs require signed and sealed drawings from a design professional.

Notice of Commencement

Before you can obtain the first inspection, the Notice of Commencement must be submitted to the City of Auburndale Construction Services.

Customers, please send questions, comments, and suggestions for this checklist to permit@auburndalefl.com. We update this list periodically.