

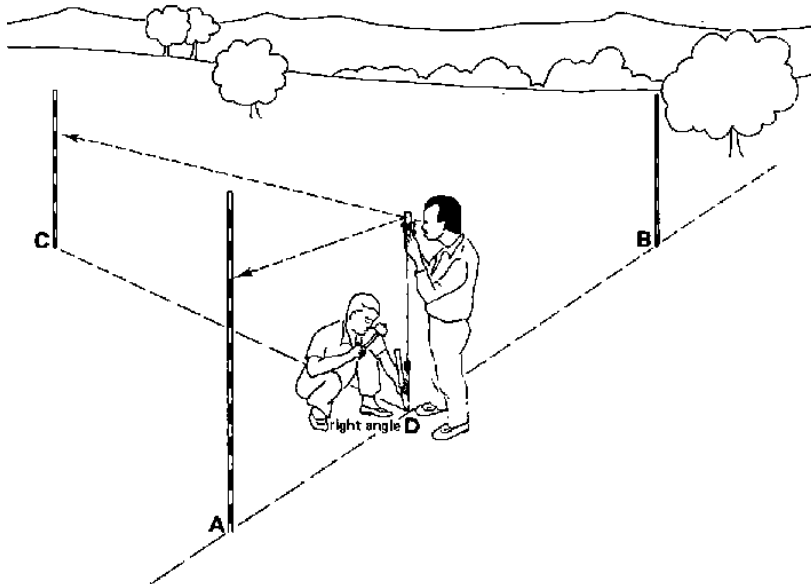
CITY OF BONITA SPRINGS

Community Development Department
9220 Bonita Beach Road, Ste. 111
Bonita Springs, FL 34135
Phone: (239) 444-6150
email: permitting@cityofbonitaspringscd.org

MOBILE HOME PERMIT PROCEDURES

GENERAL INSTRUCTIONS:

1. The site plan being submitted **must be on a sealed survey with approved setbacks.**
2. The contractor or owner will be **required to set string lines along the property or lot lines from the corner pins.**



3. When the unit arrives on the site and is in position for the support piers and anchors to be installed, this department must be called to perform a “**100 Spot Check String Line**” inspection. One of our inspectors will go to the site and check the proposed location from the string lines to verify that the minimum setback requirements are being met. Once this is confirmed, the set contractor can begin the job of setting up the unit and making the plumbing and electrical connections.
4. Before the 106 final inspection can be done, the spot survey or final survey must be presented to this department for confirmation of the required setbacks being met.

CONSTRUCTION DETAIL: Three (3) copies of the blocking and anchor details. (See last page for example)

PLOT/SITE PLAN (See last page for example): Three (3) copies of a plot/site plan drawn to scale (1/8" = 1', 1" = 10', 1" = 20', 1" = 30', 1" = 60') on 8.5 x 11 paper (or larger), and the scale must be indicated.

The following items must be on your plot/site plan:

1. All four lot corners, lot lines and dimensions;
2. Location and name of streets or drives bordering the lot;
3. If there is a water body within 25 feet of your project, indicate the mean high tide line or the edge of water & label the type of water body (ex: lake, creek, canal, river, Gulf).
4. The size of the mobile home/recreational vehicle; the location of driveways; and the location of all easements on the lot. Stairs, landings, porches (including factory built) bay windows, AC pads must be shown.

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5. Setbacks of the mobile home\recreational vehicle (and any existing or proposed additions thereto) from the four lot lines and existing structures. Setbacks must be taken from the closest point of the building to the closest point of the property line. Roof lines are not allowed to encroach into or over easements.
6. The plans must show the roof line as well as the foundation.
7. If you have questions regarding your required setbacks you may contact our office at (239) 444-6150

FLOOD ZONES: To determine whether your property is within a flood zone, you may contact the Planner on Call at (239) 444-6166 and provide them with the STRAP number of the property. If the Division cannot verify what flood zone the property is located in, a certified sealed survey indicating the Flood requirement for the zone and existing elevation of grade must be submitted with the application.

If the mobile home/recreational vehicle must be elevated four (4) feet or more, the contractor has the option of using mastered 36 inch engineered reinforced piers or by meeting the base flood elevation with conventional concrete blocking.

If using conventional concrete blocking, the floor elevation must be verified by a registered surveyor after the mobile home\recreational vehicle has been set in place. It will be necessary to submit the elevation certificate with the building permit number, to:

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A final inspection must be requested when the mobile home\recreational vehicle is tied down and all pertinent sub work has been completed and inspected.

PUBLIC WATER/SEWER: If the mobile home\recreational vehicle is located on private or public water and sewer, a letter must be submitted from the appropriate utility company verifying availability to the site at the time of submittal of application.

SEPTIC: If the mobile home/recreational vehicle is located on a septic system, applicant must apply for his Septic Permit at the Health Department prior to the submittal of the building permit. A copy of the paid receipt is required at submittal of building permit. If Septic is existing, you will need a letter from the Health Department at 2295 Victoria Avenue, or (239) 690-2100, stating it will be sufficient for size of dwelling at the time of submittal.

REVIEW PROCESS TIME: The review process time varies with the department's workload; normal permitting time is anticipated to be 7 working days.

REJECTED PLANS: Plans will be rejected if all required paperwork is not completed and the customer will be notified in writing or by email.

CHANGES TO THE APPROVED PLANS: Any change of outlet, fixtures, non-structural or structural changes must be submitted to the Permitting Office through the Information Desk for processing.

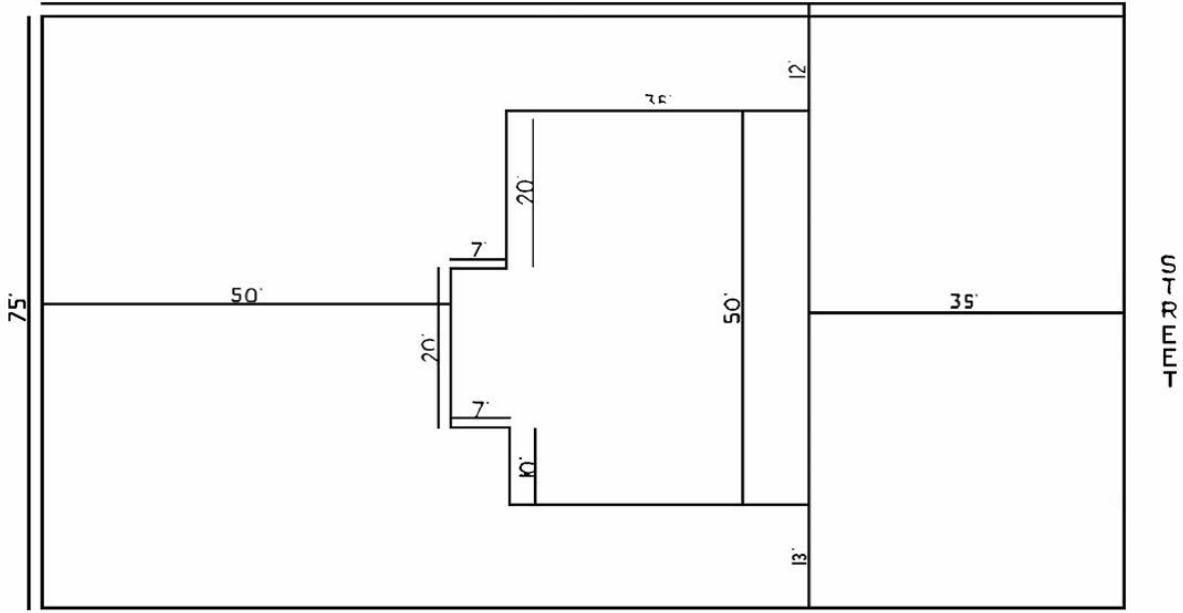
If the original plans were sealed by an architect or engineer, the revisions must also be sealed. These must be submitted in plan form of three (3) copies and approved, prior to commencement of work.

POSTING THE PERMIT: Permits must be posted at eye-level, visible from the road and protected from the weather. There must also be a set of the approved plans on the job at the time of the inspection.

CERTIFICATE OF OCCUPANCY: The building may not be occupied until the final inspection has been completed and a Certificate of Occupancy has been issued, at which time the power company will be notified to connect permanent power. Violators will be cited & temporary power will be disconnected.

ADDITIONAL PERMITS (if required): Plumbing, Electrical, Air Conditioning, Roofing, Lawn Sprinkler system, Pools (including aboveground), Spas, Enclosures, Fences, Solar, Fire Sprinklers or Alarm Systems.

SAMPLE PLOT PLAN



Sample Lot Size 75 x 127

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MOBILE HOME PERMIT APPLICATION (2024) PERMIT #: _____

*****ALL JOBS OVER \$5,000 WILL REQUIRE NOC BEFORE PERMIT ISSUANCE*****

1. Owner Name: _____ STRAP Number _____
2. Site Address: _____ City: _____ Zip: _____
3. Contractor License Number: _____ Company Name: _____
4. Contractor Name: _____ Phone: Area Code: _____ Number: _____
5. E-mail Address: _____
6. Authorized Agent(s): _____
7. Contract Amount: \$ _____ Total Sq. footage _____ ICC Value \$ _____
8. Job Type: ANSI Unit Mobile Home Park Model Temporary Construction Trailer
A. Temporary Construction Trailer: Connected to Sewer Bladder Holding Tank**
****Health Department permit required prior to permit issuance: 239-690-2100**
9. Scope of Work: _____

SUB INFORMATION

- | | |
|--|--|
| 1. Electrical Amps: _____ | 5. Tie-down Details Mastered: <input type="checkbox"/> Yes** <input type="checkbox"/> No |
| 2. A/C Seer: _____ KW: _____ Tons: _____ | **Master #: _____ |
| 3. A/C Duct Only: <input type="checkbox"/> Yes <input type="checkbox"/> No | 6. Shutters: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Plumbing: <input type="checkbox"/> Yes <input type="checkbox"/> No | 7. Roof: _____ |
| A. Proof of Water: <input type="checkbox"/> BSU Letter <input type="checkbox"/> Well Permit
<input type="checkbox"/> Private: _____ | 8. County-Maintained Road: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| B. Proof of Sewer: <input type="checkbox"/> BSU Letter <input type="checkbox"/> Septic
Permit <input type="checkbox"/> Other: _____ | 9. Proof of Driveway:
<input type="checkbox"/> Bonita Springs Public Works Permit
<input type="checkbox"/> San Carlos Estates Permit |

SITE FILL GRADING AFFIDAVIT

Will the final grade of the lot on this project exceed 18 inches above the crown of the road or any adjacent developed lot?

Yes** No ****Site Grading Plan complying with the LDC Section 4-2224 required**

THIS PERMIT IS VOID IF THE FIRST INSPECTION IS NOT MADE WITHIN SIX (6) MONTHS FROM THE DATE ISSUED OR IF NO INSPECTION HAS BEEN MADE FOR A PERIOD OF SIX (6) MONTHS FROM THE MOST RECENTLY PASSED INSPECTION. THE PERMIT IS VOID IF THE ZONING CLASSIFICATION IS VIOLATED. APPLICANT AGREES TO COMPLY WITH THE SANITARY REGULATIONS AND UNDERSTANDS THAT THE PROPOSED STRUCTURE MAY NOT BE USED OR OCCUPIED UNTIL AN APPROVED CERTIFICATE OF OCCUPANCY IS ISSUED. APPLICANT FURTHER UNDERSTANDS THAT FAILURE TO OBTAIN PERMIT OR MISREPRESENTATION OF THE IMPROVEMENTS IS A MISDEMEANOR AND UPON CONVICTION, APPLICANT CAN BE PUNISHED AS PROVIDED BY THE LAW. FAILURE TO COMPLY WITH THE MECHANICS LIEN LAW CAN RESULT IN THE PROPERTY OWNER PAYING TWICE FOR IMPROVEMENTS.

I hereby certify that to the best of my knowledge, the information submitted for this permit is true and correct, and complies with Deed of Restrictions.

Signature Authorization: _____ Date: _____