



THE CITY OF KEY WEST BUILDING DEPARTMENT

CHECKLIST FOR MOBILE HOME INSTALLATION PERMIT APPLICATION

PERMIT APPLICATION –

- Property address
- Owner's name and contact information
- Contractor's name and contact information
- Qualifier's name and contact information
- Proof of ownership (MCPAO property record card or deed)
- Job valuation (including all overhead, labor, and cost of materials)
- Detailed description of the scope of work

REQUIRED PLANS AND DOCUMENTATION WITH APPLICATION –

- Site plan and architectural drawings including, but not limited to:
 - Existing and proposed elevations in NGVD 29 datum
- Engineered tie down, framing, staircase, railing, decking, and foundation details
- State product approvals

NOTES –

- Mobile home installation applications must include the owner's information of the mobile home park
- Homeowner permits may not be permitted in mobile home parks due to the parcel being a commercial property
- Mechanical, electrical, and plumbing permits are required for mobile home installation
- A recorded Notice of Commencement (NOC) is required for projects valued at \$5,000 or more prior to scheduling the first inspection

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process.