

**Suwannee County Building Department**  
224 Pine Ave SW Live Oak, FL 32094  
Office # 386-364-3407

**HOW TO APPLY FOR MOBILE HOME PERMIT**  
Applications must be submitted online <https://us.cloudpermit.com/gov>

**MUST FILL-OUT FORMS**

- Mobile Home Permit Application
- Driveway Permit Application

**THESE DOCUMENTS ARE REQUIRED BEFORE SUBMITTING:**

1. **Property Card** from Property Appraiser's Office or at <https://www.suwanneepa.com/gis>. If the property card is in the name of the previous owner, then you **MUST** provide a copy of the **Recorded Warranty Deed** proving your ownership of the property, OR (2) have a consent form signed by the previous owner.
2. **Site plan** showing location of residence, **Driveway and Distance to side property line**, septic tank and well and distance from the front, sides and rear of property. (A-1 district must meet minimum setback requirements of 30 ft. from front property line {any property line fronting a roadway} and 15 ft. from sides and rear property lines.) All Dwellings on said Parcel **MUST** be shown on site plan.
3. A copy of the **current Tag Registration** (Used Mobile Home), OR **Mobile Home Sales Contract (FORM 500)** for mobile home if purchased from dealer. **In accordance with Technical Advisory from the Division of Motor Vehicles - "Wind Zone I Mobile Homes cannot be placed or recited anywhere in the State of Florida". It is your responsibility to verify this information before purchasing a mobile home. Mobile Homes prior to 1979 are PRE-HUD and the wind zone must be proven to be permitted.**
4. **Mobile Home Installer Worksheet**, completed by a Licensed Installer. This form can be found on [scpermit.com](http://scpermit.com) under the Permit Application.
5. **Contractor's Addendum form** signed by license contractor with **Limited Power of Attorney - Contractor's Form** OR completed **Owner Builder Disclosure and Owner Electrical Disclosure AND a copy of owner's Driver's License**, if work is being conducted by the property owners. **Contractors MUST be licensed and registered with Suwannee County** to obtain a permit or perform any construction activity.
6. If your property is **LESS than 5 acres, NOT in a recorded subdivision, NOT in a residential zoning district** then you will need a deed showing that property was **A lot of Record** prior to **September 9, 1991**.
7. If mobile home is to be occupied by someone other than the property owner, additional information may be needed.

**NOTE:**

- ✚ Application process for a new **Septic tank** permit or approval letter for an existing septic tank with Environmental Health (386-362-2708 Ext. 243), **must be started BEFORE submitting your building permit application to the building department.**
- ✚ If it is determined that your parcel lies in a flood prone area a survey by a land surveyor or engineer registered in Florida **may be required.**
- ✚ If your property is located in the floodway of the SFHA, you will be required to obtain a Zero Rise Certification **from a Registered Professional Engineer** before an application can be processed. If your property is in a special flood **hazard area (SFHA)**, an Elevation Certificate (EC) prepared by a Registered Surveyor or Professional Engineer certifying that the bottom of the lowest **horizontal** structural member of the lowest floor is at least one foot above the base flood elevation is required prior to a final inspection.

**FEES**

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| ➤ <b>MOBILE HOME PERMIT FEE</b>   | <b>\$ 450.00</b> |
| ➤ <b>COUNTY DRIVEWAY PERMIT FEE</b>                                     | <b>\$ 50.00</b>  |
| ➤ <b>911 ADDRESS FEE</b>  | <b>\$ 50.00</b>  |
| ➤ <b>ZONING FEE</b>   | <b>\$ 50.00</b>  |
| ➤ <b>FIRE &amp; SOLID WASTE FEE (SEE PRO-RATED CHART INSIDE PACKET)</b> |                  |