



# MOBILE / MANUFACTURED HOME SETUP PERMITS

228 S Massachusetts Ave  
Lakeland, FL 33801  
(863) 834-6012  
www.lakelandgov.net

Do I need a permit?

Mobile/Manufactured Home permits are needed for the set-up of a new mobile or manufactured home. This includes replacement of an existing or previous mobile/manufactured for a new one on the same lot or property.

Who can apply for the permit?

A mobile home contractor can apply for the permit. If you are a homeowner and will be doing the work yourself, you can apply for the permit, however, there are certain criteria you must meet in order to do so. Please see our [Owner Builder Packet](#) for requirement details.

How do I apply for a permit?

Mobile/Manufactured Home Setup permits should be applied for online using the [iMS](#) permitting system. For further information on using the iMS system, please click [here](#), or go to the following: <https://www.lakelandgov.net/departments/community-economic-development/building-inspection/ims>.

Following submission of your permit application in iMS, you will receive an email notification to upload the documents listed below into our plan review system, ePlan ProjectDox. All documents must be uploaded in .pdf format.

What information/documents do I need to submit with my permit application?

Please see the checklist of documents below. An explanation of each document type is provided.

Mobile Home Permit Worksheet	Include the City of Lakeland <a href="#">Permit Worksheet</a> along with the permit package. Along with this worksheet, please include the Soil Test and the Manufacturers information on the brace.
Florida Product Approval Numbers	The Florida Product Approval Numbers and installation sheets from the DBPR (Department of Business and Professional Regulation) should be submitted for review. To obtain Florida Product Approval Numbers and the corresponding installation sheets, please visit <a href="http://www.floridabuilding.org">www.floridabuilding.org</a> .

Site Plan	It must include the property lines, the footprints of existing structures, drawn and labeled streets, and setbacks from the property lines to the proposed structure on all sides.
Additional Documents	The following additional documents are also needed: Floor Plan Blocking Diagram Skirting Details Title or Data Plate Showing Age of Mobile Home
Owner-Builder Statement/Affidavit (Applicable to Qualified Owner-Builders Only)	An Owner/Builder Disclosure Statement is a legally binding oath required by Florida Statute, which you are required to execute in order 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 in order to be exempt from professional licensure requirements as an Owner/Builder. The form can be found here: <a href="#">Owner-Builder Packet</a>
Notice of Commencement (NOC)	The State of Florida requires a <a href="#">Notice of Commencement</a> form to be submitted for all projects with a job value over \$5000. The completed NOC should be taken to the Polk County Clerk of Courts to be recorded. Once recorded, the NOC must be submitted to the Building Inspection Division prior to your first inspection.