

**APPLICATION REQUIREMENTS – Trailer & Manufactured Home PRTM***Construction Trailers, Manufactured Homes & Office/Sales Trailer***Submittal Requirements**

The submittal items below must have documents submitted for review as required by the scope of work. *If applicable, plans must be signed and sealed.*

- **Construction Plans:** Plans reflecting the scope of work, including: foundation information, model floor plan, etc.
- **Site Planning Document:** The proposed site plan shall identify: the location of the proposed structure, the elevation of the crown of the road, Flood Zone, FEMA's Base Flood Elevation, and proposed finished floor elevation.
  - This document may need to be certified if new impervious area is over 400 sq ft and not older than 6 months, signed and sealed by a licensed Florida professional surveyor and mapper, architect or engineer, showing property lines, setbacks, easements, water bodies, and all existing and proposed structures.
  - If on septic: Please show distance of proposed structure to septic. Per 62-6.005(2) F.A.C., must be at least 5 feet away.

**Additional Submittal Requirements**

Additional submittal items and documents may be required based on information provided and scope of work.

- **Manufactured Home Installation Packet:** Includes information about manufactured home, installation methods, sub-contractors, and skirting.
- **Temporary Use Permit:** For temporary trailers, provide a copy of your approved permit.
- **Private Provider Package:** Required if a Private Provider is performing inspections or plan review.
- **Storm Water Plan:** Required on lots with 1 & 2 Family dwellings, with the following exceptions:
  - Lots located in the Rural Agricultural (A) Zoning district outside the Immokalee Urban Area Overlay district and outside the coastal urban designated area as established in the Future Land Use Map; and
  - Lots that have received a Surface Water Management or Environmental Resource Protection permit from the South Florida Water Management District.
- **Vegetation Removal Affidavit:** Required if lot is one acre or greater.
  - One acre of vegetation is allowed to be removed after the single-family building permit has been issued. A Vegetation Removal Permit is required to clear over one acre.
- **FEMA 50% documents:** Projects that are considered substantial improvement must meet the current Florida Building Code, as well as the provisions of the Collier County Floodplain Management Ordinance. (Additions only)
- **Preservation Review Form:** If the property is in the Rural Fringe Mixed Use District.
- **Health Dept/Septic Application:** Required when construction is proposed on a site with a septic field. Visit the [Florida Department of Health \(FDOH\)](#) website for further information.

## Information Required for Permit Application

The following questions will be asked on the portal when applying for a permit.

### Select: Building, Remodel & Accessory Permits

#### Application Type

Choose the application type: **Trailers and Mobile Homes**

Please categorize the nature of the work being done: *Addition, Alteration/Remodel, New Construction*

Please describe the work being done: *(enter scope of work)*

Building Use: *1-2 Family, Business, Institutional/Civic, Mixed-Use, Multi-Family, Transient Lodging*

Is this a private provider inspection?

Is this a private provider review?

Number of Bathrooms:

Number of Bedrooms:

Business Name:

Related to a Natural Disaster?

Water disposal: *Everglades City, Septic, or Sewer*

Water Utility Type: *New or Existing*

Water Utility Provider: *Ave Maria, Collier County, Everglades City, Immokalee, Port of the Islands, or Well*

Is the home in a residential subdivision? *(1-2 Family only)*

Waiver of review time limits:

Are you applying as a Design Professional?

Are you applying as a State Park, Habitat for Humanity, or Chickee Builder contact?

#### Permit Type

Construction Trailer, Mobile Home/Trailer, Office/Sales Trailer

#### Work Items

Declared Construction Cost for this scope of work

Residential Living Area (includes multi-family)

Residential Non-Living Area (includes multi-family)

Commercial Interior Sq. Ft. Under Roof (excludes multi-family)

Commercial Exterior Sq. Ft. Under Roof (excludes multi-family)

Work Items (select as applicable): *MH/Trailer double or single wide, Office/Sales/School Trailer double or single wide, Construction Trailer double or single wide*

#### Location

Address location: *(enter street address or parcel)*

#### Contacts

Select Primary Contractor: *(only active contractors will show)*

Select Qualifier:

Select any subcontractors needed *(electrical, plumbing, mechanical, roof, septic)*

***\*Please ensure to generate your permit application summary page once you have successfully submitted your application for your records.\****

## Helpful Guides

- [Register on the portal](#)
- [Adding an address to a permit: Address Picker](#)
- [Adding a Contractor and Qualifier to Contacts](#)
- [Applying for a Building Application](#)