

[MOBILE HOME PERMIT INSTRUCTIONS](#)  
[WASHINGTON COUNTY BUILDING DEPARTMENT](#)  
Telephone: 850-638-6195 - [freed@washingtonfl.com](mailto:freed@washingtonfl.com)

1. Complete and submit the [9-1-1 Address Application](#) to the 9-1-1 addressing office (Phone 850-638-6325). **A fee of \$25.00 will be charged.** Final inspection and authorization for power will not be given until this number is properly posted.
2. Complete a [Application for Land Use](#) and attach a copy of the recorded deed and submit to the Building Department.
  - ❖ If not the registered owner of property, attach a [Letter of Authorization by Owner for Use of Property](#), giving permission to place the mobile home on their property.
  - ❖ If someone other than the property owner is to pull the permits then a [Letter of Authorization to Act as Agent](#) must be submitted with the Land Use Application.
  - ❖ Check for Deed Restrictions. They override county laws and ordinances. It is the applicants responsibility to ensure that all restrictions are followed. These are recorded on your deed or may be recorded separately at the Washington County Courthouse (Phone 850-638-6285).
  - ❖ If new development is within the city limits of Chipley, then contact the City of Chipley for a Development Order (850-638-6350). If within the Vernon city limits, a letter stating that sewer and water are available must be attached to the Land Use Application. A letter is required from the Town of Wausau for any new development within the Wausau city limits.
  - ❖ Some subdivisions have Architectural Review Committees that require approval of the placement of a dwelling.
3. Contact your power company to set up an account
4. For mobile homes located on **county-maintained roads**, apply for a [Driveway Permit](#) from the Public Works Department. **A minimum fee of \$25.00 will be charged for all new driveways connections.** Usually, it will only take a telephone call to obtain this permit (Call 850- 638-6280). For mobile homes located on **state-maintained highways**, call the Florida Department of Transportation (850 482-9546). The driveway permit **must be obtained** before any electrical power is authorized at the mobile home site.
5. Septic tank construction permit must be applied for and approved by the Washington County Environmental Health Department(provide a copy). (Phone 638-6240). Current tanks must have a reuse permit. Click on [Septic Tank Procedure](#).
6. A licensed mobile home installer must purchase the mobile home permit prior to placement and installation. A state decal sticker must be placed on the mobile home. **Set-up fee is \$100.00 single plus \$25.00 per section.**
7. **The electrical permit is \$50.00** and is purchased by the electrical contractor after the mobile home permit has been purchased.
8. The **mechanical (air conditioner) permit is \$40.00** and is required to be purchased by a licensed contractor.
9. For final inspection a 24 hour notice is required. Please have permit number available.
10. After the inspector has completed and approved the inspection, he will have the Building Department authorize the power company turn on the power. **Re-inspection fee is \$40.00**