

How to Apply for a Mobile Home Permit

You must first apply for a **Pre-Permit** before applying for the construction permit. This step is required. Skipping it will cause your permit application to be closed and may result in delays.

If you are applying online:

- Go to www.claycountygov.com/government/building
- Scroll down until you see that Clay County is using the Tyler Technologies EPL system.
- Within that section, locate the hyperlink for the **Citizens Access Portal (CAP)**.
- Click the link, then select **Login** and enter your username and password.
- Once logged in, click **APPLY** at the top of the page.
- In the search bar, type **Mobile Home**. From the results, select:
Clay County - Building Permit (Residential) - Mobile Home
- Click **APPLY**.
- Enter the project location, select the address, and click **ADD**.
- Click **NEXT**.
- Provide a job description (example: *New double-wide mobile home*).
- Click **NEXT**.
- You will be taken to the Contacts section. You are listed as the applicant by default. If additional contacts need to be added to the permit, you may do so here.
- Click **NEXT**.
- Under the **General Info** section, complete all applicable fields. All fields marked with an asterisk (*) are required. Incomplete or incorrect information may delay processing.
- Click **NEXT**.
- Upload all required plans and documentation listed below:

Required Documents

- **Approved site plan** (*from the completed pre-permit review*)
- **Septic letter** (*required only if installing a septic system or well; this should have been addressed during the pre-permit review*)
 - For questions, contact Environmental Health at **904-278-3784**
- **Mobile Home Worksheet and Mobile Home Blocking Diagram** (*new, unused mobile homes require the set-up manual*)
- **Owner Affidavit** (*signed by the license holder and owner*)

Other Possible Required Documents

- **Deed** (*if the property was purchased within the last year*)
- **Impact Fee Exemption Request** (*should be submitted prior to applying for a permit; if approved, the voucher must be included with this submission*)
 - Contact: laura.hanson@claycountygov.com
- **Notice of Commencement** (*if already recorded through the Clerk of Courts, please submit it; if not, it is required before scheduling inspections*)

- **Solid Waste documentation** (*if currently paid through your tax bill, provide a copy of the bill*)
- **Driveway Permit** (*reviewed internally during the process; for questions, contact drivewaypermits@claycountygov.com*)
- Click **NEXT**.
- Click **Submit**.

After submission, the system will generate a permit number. Your application will then enter the review process. You can track progress through the online portal. The application will undergo both zoning and Building Department reviews. Once approved, applicable fees will be invoiced.