

## Checklist/Instructions for New Structures – Residential (Mobile Homes)

### Mobile Homes located in a Mobile Home Park:

- Required Application(s):
  - Building Permit: New Structures – Residential (Mobile Homes)**
  - Zoning Permit: New Structures – Residential** (only required if a deck/stairs are being built as well)
- Required Document(s):
  - Site Sketch:** (only required if a deck/stairs are being built along with the mobile home). Submit a Site Sketch with the Zoning Permit application, showing where the structure will be on the property. You will need to include the dimensions of the structure and the distance between the structure and the property lines. You also need to show the location of all existing structures on the property.
  - Construction Plans/Drawings:** submit plans with the Building Permit application.
  - Garage Worksheet:** submit a completed Garage Worksheet with the Building Permit application if you are building a garage (detached or attached) (<https://elkhartindiana.org/wp-content/uploads/Garage-Worksheet-Updated-3.21.24.pdf>)
- Additional Information/Requirements:
  - Plan Review:** your applications and documents will be reviewed by Permit Center Staff and then submitted to Plan Review. Plan Review occurs every Friday. Once reviewed, you will receive notification by email if your plans have been approved or if additional information is needed.

### Mobile Homes **NOT** located in a Mobile Home Park:

- Required Application(s):
  - Building Permit: New Structures – Residential (Mobile Homes)**
  - Zoning Permit: New Structures – Residential**
- Required Document(s):
  - Site Sketch:** submit a Site Sketch with the Zoning Permit application, showing where the structure will be on the property. You will need to include the dimensions of the structure and the distance between the structure and the property lines. You also need to show the location of all existing structures on the property.
  - Construction Plans/Drawings:** submit plans with the Building Permit application. To view the *Requirements for Residential Plans and Specifications*, please refer to the following link: <https://elkhartindiana.org/wp-content/uploads/Requirements-for-Residential-Plans-and-Specifications.pdf>.
  - Garage Worksheet:** submit a completed Garage Worksheet with the Building Permit application if you are building a garage (detached or attached) (<https://elkhartindiana.org/wp-content/uploads/Garage-Worksheet-Updated-3.21.24.pdf>)
- Additional Information/Requirements:
  - Plan Review:** your applications and documents will be reviewed by Permit Center Staff and then submitted to Plan Review. Plan Review occurs every Friday. Once reviewed, you will receive notification by email if your plans have been approved or if additional information is needed.