



Note: Bolded items are required for Administrative Completeness determination when applicable to project.

Mobile Home Park

8.20.30 - Permit—Required.

- The health officer shall not issue a permit to operate a new or extensively remodeled mobile home park until plans and specifications for the mobile home park have been submitted and approved in accordance with [Section 8.04.150](#).

8.20.200 - Travel trailer parks

What items do I need for my submittal?

- Mobile Home Park - plans and specifications shall include but not be limited to the following information to demonstrate code conformance:
- Identify the Scope of work to be completed.
- **Scaled drawings of the work to be done. Sufficient detail must be shown on the drawings to make clear to the department what work is to be done.**
- **Layout of premises— garbage, toilet rooms, lavatory, and bathing facilities, etc. Refuse disposal. Dwelling units—Ventilation. Laundry facilities if provided onsite.**
- **Plumbing layout - indicate water/sewer connections, indicate sinks, floor sinks, drains, and hot and cold water lines. Specify if water and sewage are public or private. Water supply approval required-safe water. Source of Supply, Water Storage Facilities, Water Distribution System, Individual Water-riser Pipes and Connections, Sewage disposal, Individual Sewer Connections, Sink Wastes, Sanitary Station, Grounds maintenance -shall be properly drained**
- **Electrical - lighting and reflected ceiling.**
- **Mechanical ventilation - include method, location, type and location of exhaust fans. - windows**
- **Finish schedule - show type of construction and finishing of floors, walls, and ceilings.**
- **Service building and other community service facilities**

Identify -Management office, repair shops and storage areas, Sanitary facilities; Laundry facilities; Indoor recreation areas;

How do I apply and pay for the review application?

The owner or owner's agent shall submit application for the CHFS review at the Consumer Health and Food Safety office located at 3950 S Country Club RD.

The fee for plan review for mobile home, travel trailer/R.V. park is \$225.00.

All application fees shall be collected prior to conducting the review upon application submittal. Fees may be paid by check via mail, via phone, or in person at our office. Reviews will be completed at the Consumer Health and Food Safety office.

A CHFS Environmental Health Specialist will complete the administrative review within ten (10) business days.

Applicants shall provide the following information.

Establishment Owner's name and contact information (including email address)

Project description

Business name

Project

Address

Who do I contact with Questions or concerns?

- CHFS Environmental Health Specialist will be available at the Consumer Health and Food Safety office every Monday, Wednesday, and Friday from 9:00 AM to 11:00 AM or by appointment.
- When there are questions concerning a CHFS plan review or inspections contact Health Department at 724-7908.

Plan review is required for;

A new or remodeled establishment with equipment, layout, or design changes.

