



Mobile Home, Lodging Park, and Recreational Vehicle Park Permitting

All facilities licensed by the Okaloosa County Health Dept. must go through certain requirements to become permitted by this department. An appointment must be made with an environmental specialist or supervisor and a plan review completed on the proposed park. Please provide required information at this meeting.

Persons planning to construct a new, or modify an existing, mobile home park, lodging park, recreational vehicle park, and recreational camp shall submit a set of plans **drawn to scale**.

The plans must include the following information:

- The area and dimensions of the entire tract of land.
- The space numbers or other designation of the spaces.
- The location and size of all proposed mobile home, recreational vehicle, or tent spaces
- The location of roadways or driveways
- The location of all water supplies including wells, water meters, water lines, and water fountains
- Location of all natural gas lines
- The location of all sewage disposal systems and dump stations, if applicable
- The location of any added service buildings including laundry, bathrooms or showers, or other buildings located within the park.

For all permanent buildings located within park or camp, a floor plan shall be submitted showing the number, types and distribution of all plumbing fixtures (toilets, showers, urinals, and sinks).

In Recreational vehicle parks renting by the day or week, the rates at which each site is rented must be posted and prominently displayed in the registration area. A copy of an example rate sheet is attached. Such posting of rates must show the maximum amount charged for occupancy; the amount charged for extra conveniences, more complete accommodations, or additional furnishings; and the dates during the year when such charges prevail. Copy of the rates must be filed with the department at least 5 days before such rates are to become effective and must be kept current.

Permit fees are calculated based on the number of spaces in the park. The minimum fee is \$100.00 for 5-25 spaces. The fee for 25-150 spaces is calculated at \$4.00 per space. The maximum fee for over 150 spaces will be \$600.00 per year.

An application and a check for the appropriate fee must be submitted to this office before a permit/license/certificate can be issued. Upon receiving the fee and application, the receipt and permit/license/certificate will be mailed to the park owner at the mailing address indicated on the application.

Please call us at 850-689-7859 for the Crestview office or 850-833-9247 for the Fort Walton Beach Office if you have additional questions.