

# Hamilton County Building Department

204 NE First Street  
Jasper, Florida 32052

Phone (386)792-1060  
Fax (386)792-3080

## MOBILE HOME PERMIT APPLICATION

### READ APPLICATION COMPLETELY

If item is marked with an \*, you must have appropriate signature. If  is marked, you should fill out.

City of Jasper     City of Jennings     City of White Springs     Outside city limits in Hamilton County

If property is inside the city limits of Jasper, Jennings, or White Springs, page 4 must be completed.

Single Wide     Double Wide     Triple Wide     Other \_\_\_\_\_

Date: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City and State: \_\_\_\_\_

Subdivision name (if applicable): \_\_\_\_\_ Lot No: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Electric power will be furnished by Progress Energy \_\_\_\_\_ or Suwannee Valley Electric Coop \_\_\_\_\_

\* *Landowner's Permission: In order to place mobile home on land not in your name we will need a Notarized Letter or Affidavit from Land owner giving permission to place Mobile home on Land. (If applicable):*

\* Parcel number from Property Appraiser's Office (386-792-2791): \_\_\_\_\_

Lot size/acres: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

\* Signature of Tax Collector (386-792-1284): \_\_\_\_\_

Current tag registration or bill of sale with proof of payment of tag fee:

\* Signature of 911 Address Administrator (386-792-6647): \_\_\_\_\_

911 Address: \_\_\_\_\_ City and State: \_\_\_\_\_

\* If you have well/septic, septic tank permit number or signature for approval of existing system from

\* Environmental Health Official (386-792-6459) \_\_\_\_\_

\* If on city water/sewer, signature of Health Official or City Manager in the city your home will be

placed: \_\_\_\_\_ Septic tank and well \_\_\_\_\_ or City water and sewer system \_\_\_\_\_.

\* If outside city limits, signature of Road Department for Driveway Permit (386-792-1500) \_\_\_\_\_.

\* Building Department (Flood and Wet lands) (386-792-1060): \_\_\_\_\_

Width: \_\_\_\_\_ Length: \_\_\_\_\_ of mobile home.

The property does \_\_\_\_\_ does not \_\_\_\_\_ lie within the 10- or 100-year flood area according to the flood map as attached. If property lies within 100-year flood plain, topographical survey and an elevation certificate is required. If the property lies in the floodway, a permit from Suwannee River Water Management District is required. \* *Additional Permits required for Mobile Setup are Electrical and Mechanical/HVAC.*

## PLOT PLAN

- In block shown below, write size of property or lot on which you are placing mobile home.
- Show existing buildings on the property.
- All additions, porches, sheds, etc. require additional permit.
- Show set-backs on home from property line (refer to section below Land Use Administrator).
- Show which way is north, south, east, and west on your home's plot plan.
- Show width and length of home on property.
- Show where well and septic tank will be placed on your property.
- Write name of highway, street, or road that runs in front, back, and side of property.
- You must have all the information on the plot plan or application will not be complete.

Parcel number \_\_\_\_\_

- **Signature of Land Use Administrator (386-792-0507):** \_\_\_\_\_

*You will be required to furnish a copy of Deed and/or Proof of ownership of said land.*

- Zoning classification: \_\_\_\_\_ Intended use: \_\_\_\_\_
- Setbacks from property lines: Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_
- Based upon information provided by applicant, this Property meets Zoning Regulations for Building Purposes.

### INSPECTION CHECKLIST FOR MOBILE HOMES

**Before the Building Inspector comes to inspect your property, you must have:**

- Mobile home is set up and sticker must be in place.
- Well and septic tank installed and hooked up.
- A separate electrical permit and mechanical/HVAC permit has been obtained. Electrical service pole set and wired to mobile home. Air conditioning and/or heating installed and set up.
- Steps and handrails on both sides in place at each exterior door.
- 911 Address must be properly displayed.
- Culvert must be installed for driveway.
- Licensed installer must complete permit worksheet (pages 6 and 7 of this package) .**

- Display of inspection card: You will be issued a green card along with your permit. The green card shall be displayed prominently and protected from the weather while mobile home work is being performed. All mobile homes must have a Florida Licensed Installer's sticker on them.
- Expiration of mobile home permit: Every permit issued shall become invalid unless the work authorized by such permit is commenced in the form of actual construction within six (6) months after issuance, or if the work authorized by such permit is suspended or abandoned for a period of six (6) months after the time the work is commenced. One (1) or more extensions of time, for periods not to exceed ninety (90) days each, may be allowed and such extensions shall be authorized in writing by the Building Official.
- Mobile home permits issued in error: Mobile home permits issued in error shall not confer any rights or privileges to the applicant to proceed with installation. The Board of County Commissioners or the Building Official shall have the power to revoke such permit.

- I understand that according to Florida Statute 320.8249, a license from the Department of Motor Vehicles is required to receive a permit to install a mobile home. I authorize \_\_\_\_\_, who holds current Florida mobile home installer license, to obtain necessary permits from applicable state and local agencies to facilitate this mobile home installation.**
- I certify that the foregoing information is accurate to the best of my knowledge.**
- I understand that separate permits must be obtained for electrical, air conditioning and any other type work that is a part of the mobile home installation.**
- I understand that the application must be completed including all signatures, and everything must be completed before any permits are issued or before any CO, CC, or Final Power is released.**
- I further understand that the County will not issue permits to unlicensed contractors.**

\* Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) agent (if any): \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Contractor \_\_\_\_\_

License No: \_\_\_\_\_ Expiration date: \_\_\_\_\_

**Directions from Jasper to property to be inspected:**

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APPROVAL FOR CONSTRUCTION WITHIN THE CITY LIMITS OF:

(If your property is outside the city limits, skip this page.)

Jasper \_\_\_\_\_

Jennings \_\_\_\_\_

White Springs \_\_\_\_\_

Property owner: \_\_\_\_\_

911 address: \_\_\_\_\_

Parcel No. \_\_\_\_\_

Lot size: \_\_\_\_\_

Description of project: \_\_\_\_\_  
\_\_\_\_\_

Site plan or plot plan showing set-backs of proposed construction (refer to page 3 and page 1, line 22).

Approval of construction by the City Manager or Clerk for construction within the City limits:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## MAP AND INSTRUCTIONS FOR PERMIT APPLICATION

**Fill in all blanks and fill out plot plan (if you need assistance, please advise us).**

1. Go to Property Appraiser's office, Room 108, Courthouse, to get Parcel, Section, Township, and Range numbers.
2. If your application is for a mobile home, go to Tax Collector's office, Room 104, Courthouse, for tag registration or proof of fee being paid.
3. Go to 911 Addressing, 1133 US Hwy 41 NW, for 911 address (old high school).
4. Go to Health Department, 209 South Central Avenue, or City Manager, City Hall, 208 Hatley Street, for sewer or septic permit.
5. Go to County Road Department, 1623 MLK Drive, for driveway permit.
6. Go to Land Use Administrator (aka SHIP office), 204 NE 1<sup>st</sup> Street, for zoning approval.
7. If site is in city limits of Jennings or White Springs, go to their City Hall for approval of construction in the city limits.

**Call the Building Department 24-hours in advance of inspection when project needs inspection(s).**

*If this permit is printed from Web site Mobile Home installers will need to pick up, Pages 6 & 7 from the Building Department. These Pages are required in order to pull permit. (Or we can fax them to you)*

These worksheets must be completed and signed by the installer.  
Submit the originals with the packet.

Installer \_\_\_\_\_ License # \_\_\_\_\_

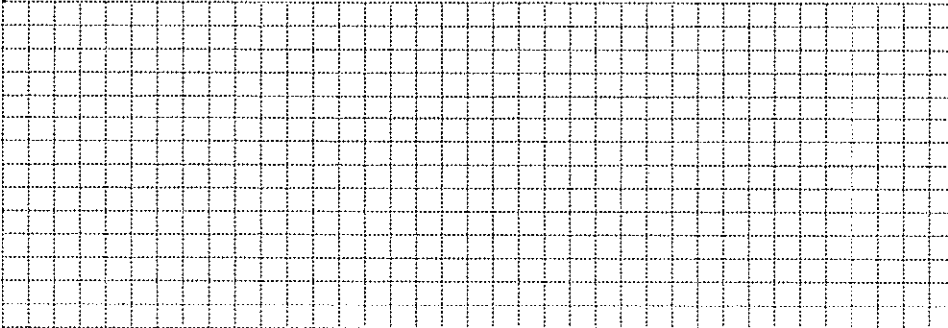
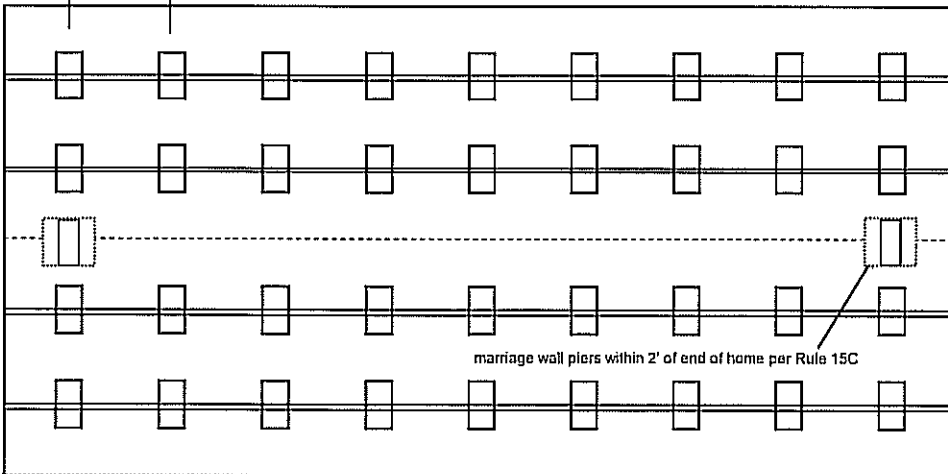
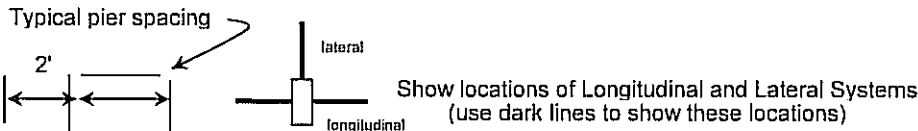
911 Address where home is being installed. \_\_\_\_\_  
\_\_\_\_\_

Manufacturer \_\_\_\_\_ Length x width \_\_\_\_\_

**NOTE:** if home is a single wide fill out one half of the blocking plan  
if home is a triple or quad wide sketch in remainder of home

I understand Lateral Arm Systems cannot be used on any home (new or used)  
where the sidewall ties exceed 5 ft 4 in.

Installer's initials \_\_\_\_\_



New Home  Used Home

Home installed to the Manufacturer's Installation Manual

Home is installed in accordance with Rule 15-C

Single wide  Wind Zone II  Wind Zone III

Double wide  Installation Decal # \_\_\_\_\_

Triple/Quad  Serial # \_\_\_\_\_

**PIER SPACING TABLE FOR USED HOMES**

Load bearing capacity	Footer size (sq in)	16" x 16" (256)	18 1/2" x 18 1/2" (342)	20" x 20" (400)	22" x 22" (484)*	24" X 24" (576)*	26" x 26" (676)
1000 psf		3'	4'	5'	6'	7'	8'
1500 psf		4' 6"	6'	7'	8'	8'	8'
2000 psf		6'	8'	8'	8'	8'	8'
2500 psf		7' 6"	8'	8'	8'	8'	8'
3000 psf		8'	8'	8'	8'	8'	8'
3500 psf		8'	8'	8'	8'	8'	8'

\* interpolated from Rule 15C-1 pier spacing table.

**PIER PAD SIZES**

I-beam pier pad size \_\_\_\_\_

Perimeter pier pad size \_\_\_\_\_

Other pier pad sizes (required by the mfg.) \_\_\_\_\_

Draw the approximate locations of marriage wall openings 4 foot or greater. Use this symbol to show the piers.

List all marriage wall openings greater than 4 foot and their pier pad sizes below.

Opening	Pier pad size
_____	_____
_____	_____
_____	_____

**TIEDOWN COMPONENTS**

**Longitudinal Stabilizing Device (LSD)**  
Manufacturer \_\_\_\_\_  
**Longitudinal Stabilizing Device w/ Lateral Arms**  
Manufacturer \_\_\_\_\_

**POPULAR PAD SIZES**

Pad Size	Sq In
16 x 16	256
16 x 18	288
18.5 x 18.5	342
16 x 22.5	360
17 x 22	374
13 1/4 x 26 1/4	348
20 x 20	400
17 3/16 x 25 3/16	441
17 1/2 x 25 1/2	446
24 x 24	576
26 x 26	676

**ANCHORS**

4 ft \_\_\_\_\_ 5 ft \_\_\_\_\_

**FRAME TIES**

within 2' of end of home spaced at 5' 4" oc \_\_\_\_\_

**OTHER TIES**

	Number
Sidewall	_____
Longitudinal	_____
Marriage wall	_____
Shearwall	_____

**POCKET PENETROMETER TEST**

The pocket penetrometer tests are rounded down to \_\_\_\_\_ psf or check here to declare 1000 lb. soil \_\_\_\_\_ without testing.

X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_

- POCKET PENETROMETER TESTING METHOD**
1. Test the perimeter of the home at 6 locations.
  2. Take the reading at the depth of the footer.
  3. Using 500 lb. increments, take the lowest reading and round down to that increment.

X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_

**TORQUE PROBE TEST**

The results of the torque probe test is \_\_\_\_\_ inch pounds or check here if you are declaring 5' anchors without testing \_\_\_\_\_. A test showing 275 inch pounds or less will require 5 foot anchors.

**Note:** A state approved lateral arm system is being used and 4 ft. anchors are allowed at the sidewall locations. I understand 5 ft anchors are required at all centerline tie points where the torque test reading is 275 or less and where the mobile home manufacturer may require anchors with 4000 lb holding capacity.

\_\_\_\_\_ Installer's initials

**ALL TESTS MUST BE PERFORMED BY A LICENSED INSTALLER**

Installer Name \_\_\_\_\_

Date Tested \_\_\_\_\_

**Electrical**

Connect electrical conductors between multi-wide units, but not to the main power source. This includes the bonding wire between multi-wide units. Pg. \_\_\_\_\_

**Plumbing**

Connect all sewer drains to an existing sewer tap or septic tank. Pg. \_\_\_\_\_

Connect all potable water supply piping to an existing water meter, water tap, or other independent water supply systems. Pg. \_\_\_\_\_

**Site Preparation**

Debris and organic material removed \_\_\_\_\_  
Water drainage: Natural \_\_\_\_\_ Swale \_\_\_\_\_ Pad \_\_\_\_\_ Other \_\_\_\_\_

**Fastening multi wide units**

Floor: Type Fastener: \_\_\_\_\_ Length: \_\_\_\_\_ Spacing: \_\_\_\_\_  
Walls: Type Fastener: \_\_\_\_\_ Length: \_\_\_\_\_ Spacing: \_\_\_\_\_  
Roof: Type Fastener: \_\_\_\_\_ Length: \_\_\_\_\_ Spacing: \_\_\_\_\_  
For used homes a min. 30 gauge, 8" wide, galvanized metal strip will be centered over the peak of the roof and fastened with galv. roofing nails at 2" on center on both sides of the centerline.

**Gasket (weatherproofing requirement)**

I understand a properly installed gasket is a requirement of all new and used homes and that condensation, mold, mildew and buckled marriage walls are a result of a poorly installed or no gasket being installed. I understand a strip of tape will not serve as a gasket.

Installer's initials \_\_\_\_\_

Type gasket \_\_\_\_\_ Installed:  
Pg. \_\_\_\_\_ Between Floors Yes \_\_\_\_\_  
Between Walls Yes \_\_\_\_\_  
Bottom of ridgebeam Yes \_\_\_\_\_

**Weatherproofing**

The bottomboard will be repaired and/or taped. Yes \_\_\_\_\_ Pg. \_\_\_\_\_  
Siding on units is installed to manufacturer's specifications. Yes \_\_\_\_\_  
Fireplace chimney installed so as not to allow intrusion of rain water. Yes \_\_\_\_\_

**Miscellaneous**

Skirting to be installed. Yes \_\_\_\_\_ No \_\_\_\_\_  
Dryer vent installed outside of skirting. Yes \_\_\_\_\_ N/A \_\_\_\_\_  
Range downflow vent installed outside of skirting. Yes \_\_\_\_\_ N/A \_\_\_\_\_  
Drain lines supported at 4 foot intervals. Yes \_\_\_\_\_  
Electrical crossovers protected. Yes \_\_\_\_\_  
Other : \_\_\_\_\_

**Installer verifies all information given with this permit worksheet is accurate and true based on the**

Installer Signature \_\_\_\_\_ Date \_\_\_\_\_