

Mobile Home Permit Process

1. **Pick up a Mobile Home Permit Application and a Driveway Packet.**
2. You must provide a copy of your **Deed with legal description of property and a Boundary Survey.** ****If someone owns the property other than yourself, you must provide a letter of authorization that has been notarized giving you permission and authority to place a mobile home on their property. ****
3. You will need a driveway permit for a new or existing driveway. **ALL DRIVEWAYS MUST BE STAKED WITH A WHITE FLAG.** The driveway packet can be obtained from the Jefferson County Building Department or other Agency depending on the road designation.
4. The 911 Coordinator will issue you an address **only if your driveway is staked with a white flag.**
4. During the review process if it is determined that your property is in a **flood prone area,** you must have a Florida Certified Surveyor set a **benchmark for the flood elevation.** A **Flood Elevation Certificate** will need to be submitted to the Building Department **before a final is done.**
5. If it is determined that your property has **wetlands** on it you will be required to contact D.E.P and have them flag the wetlands. Once the wetlands are flagged you will be required to place the home a **minimum of 100 feet outside the wetlands.**
6. After the application packet has been reviewed by the Planning Department, a Development Permit will be issued to you. The Fees are as Follows:

Development - \$285.00
911 Address - \$100.00
Driveway Permit - \$53.00
Fire Rescue Impact - \$48.16
Emergency Medical Impact - \$61.86

Replacement home - \$150.00

****You must submit documentation that the home was removed within a six month period from the date of the application.****

7. Homeowner must locate and mark property lines and home location for a site inspection. The installer must meet with the inspector on site to verify site requirements and preparations before the mobile home set-up permit is issued. A mobile home can not be delivered prior to issuance of set-up permit.

8. Supply the Building Department with a **copy of the septic tank permit**. At this time the mobile home set-up permit can be issued. The fees are as follows:

Single Wide Mobile Home -	\$150.00
Double Wide Mobile Home -	\$225.00
Attachments or portions of a section-	\$50.00
Used Mobile Home -	\$100.00 (additional fee)
Processing Fee -	\$5.00

9. According to the Mobile/Manufactured Home Installation Standards, all installations of a mobile/manufactured home shall be performed by either a licensed installer, dealer installer or manufacturer installer. Before the permit is issued, this individual is required to provide the Building Department with a copy of their license and must sign your mobile home permit as contractor before installing the home.

10. When the home is set, septic tank and water connected to the home, and the electric is ready for the power company to connect, call the **Health Department (342-0170) and the Road Department (997-2036) for their final inspection. Only after we have received the final inspection reports from the Health Department and Road Department will we do our final inspection.** At the time of inspection, the set-up manual must be in the home. The Building Department will contact the power company and authorize connecting power if all setup procedures are correct.

11. 90 days after inspection and power is connected, skirting must be installed around the home. During these 90 days, **decks without a roof** can be added as part of the building permit.

JEFFERSON COUNTY/CITY OF MONTICELLO
MOBILE HOME
DEVELOPMENT & BUILDING PERMIT APPLICATION

445 W. PALMER MILL RD. ☐ MONTICELLO, FLORIDA 32344

Phone: (850) 342-0223
SunCom: (850) 297-0223
Fax: (850) 342-0225

Date _____

Owner _____
Last Name First Name Middle (if applicable)

Address _____
City State Zip Code Area Code Telephone number

Address/site of construction _____

Nature of work at the address/site _____

Please circle your public utilities company Florida Power Tri-County Electric Talquin
Account number _____ (if available)

Parcel ID# _____ Land Use _____ FEMA Map/Zone _____

Contractor _____ License Number _____

Address _____
City State Zip Code Area Code Telephone number

Agent/Dealer _____
(if applicable):

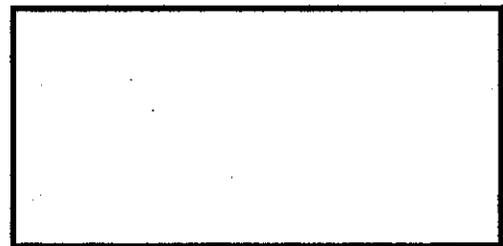
Address _____
City State Zip Code Telephone number

_____ Mobile Home (____ Single ____ Double ____ Triple)
_____ New or ____ Replacement or ____ Used

FOR MOBILE HOME PROJECTS, PLEASE PROVIDE THE FOLLOWING:

_____ Site Plan (2 copies) _____ Foundation plan _____ Warranty Deed
_____ Boundary Survey _____ Notarized Letter _____ Driveway Permit
Required if activity is on property
not in owner's name

Notations: Activity sheet (front and back)



NOTICE:
INCOMPLETE PERMIT APPLICATIONS WILL NOT BE ACCEPTED

MOBILE/MANUFACTURED HOME SET-UP CERTIFICATION

Property Owner _____ Applicant _____
Property Address _____ Name of Licensed Dealer/Installer _____
License Number _____
Installation Decal # _____

Manufacturer's Name _____
Roof Zone _____
Number of Sections: WIDTH _____ Length _____ YEAR _____ SERIAL # _____
Installation Standard Used: (Check one) MANUFACTURER'S MANUAL _____ 15-C _____

SITE PREPARATION:

Debris and Organic Material Removed _____ Compacted Fill _____ Page # _____
Water Drainage: Natural _____ Swale _____ Pad _____ Other _____ Page # _____

FOUNDATION:

Load Bearing Soil Capacity: _____ or Assumed 1000 PSF _____ Page # _____
Footing Type: Poured in place _____ Portable _____ Size and Thickness _____ Page # _____
I-Beam or Mainrall Piers: Single Tiered _____ Double Interlocked _____ Page # _____
Size of Piers _____ Placement O/C _____ Page # _____
Perimeter Pier Blocking: Size _____ Placement O/C _____ Page # _____
Ridge Beam Support Blocking: Size _____ Number _____ Location(s) _____ Page # _____
Ridge Beam Support Footer Size: Size _____ Number _____ Location(s) _____ Page # _____
Center Line Blocking Number _____ Size _____ Location(s) _____ Page # _____
Special Pier Blocking: Required (Fireplace, Bay Window, Etc.) Yes _____ No _____ Page # _____
Mating of Multiple Units: Mating Gasket _____ Type Used _____ Page # _____
Fasteners: **ROOFS** Type and Size _____ Spacing _____ O/C Page # _____
 ENDWALLS Type and Size _____ Spacing _____ O/C Page # _____
 FLOORS Type and Size _____ Spacing _____ O/C Page # _____

ANCHORS:

Type 3150 Working Load _____ 4000 Working Load _____ Page # _____
Height of Unit (Top of Foundation or Footer to Bottom of Frame) _____ Page # _____
Number of Frame Ties: _____ Spacing _____ O/C Angle of Strap _____ Degree Page # _____
Number of Over Roof Ties (If Required) _____ Page # _____
Number of Sidewall Anchors _____ Zone II _____ Zone III Page # _____
Number of Centerline Anchors _____ Number of Stabilizer Devices _____ Page # _____
Venia Required for Underpinning (1 S/F150 SF of Floor Area) Number _____ Page # _____

SUBCONTRACTOR VERIFICATION
MOBILE/MANUFACTURED HOME SET-UP

Jefferson County issued mobile home permits do not cover all trades doing work onsite. Heat & Air, Plumbing and Electrical Service permits have to be obtained by an appropriate Florida Contractor.

Installer: _____
Signature Telephone # License Exp. Date

Signature Telephone # License Exp. Date

PERMIT NUMBER _____

Installer _____ License # _____

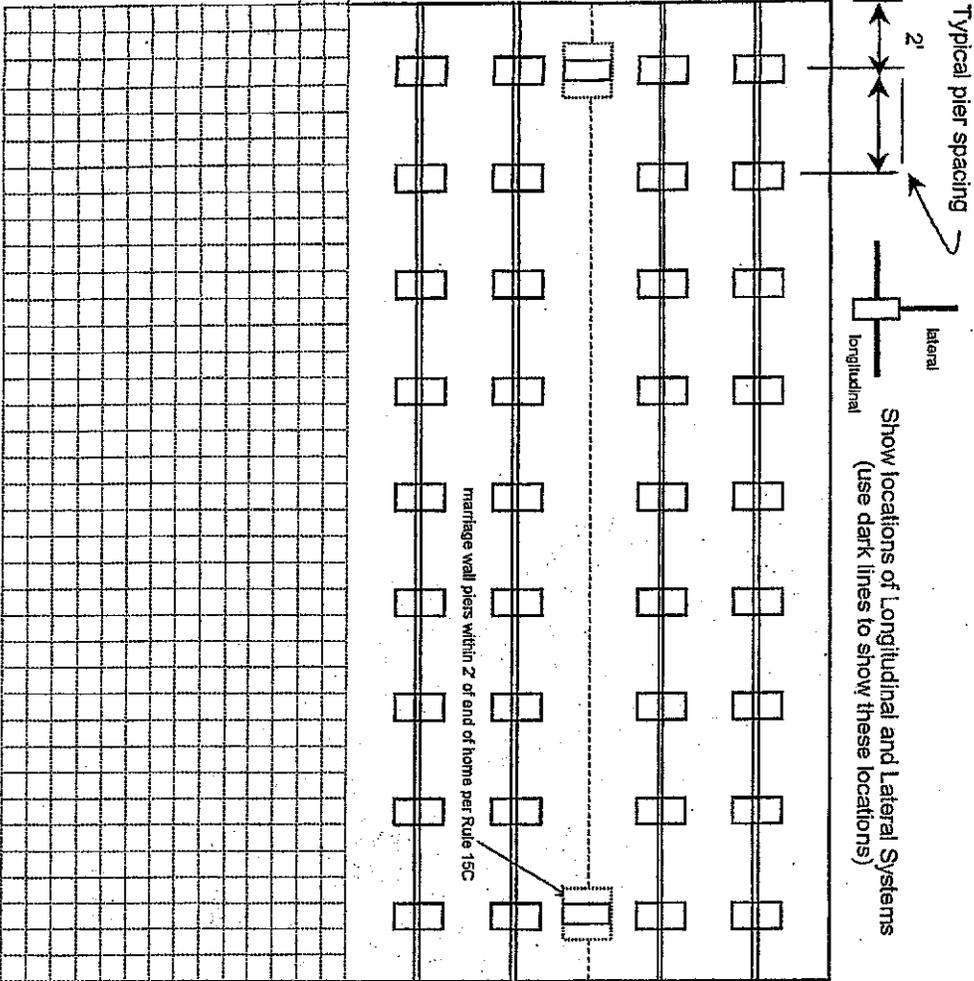
Address of home being installed _____

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	Foooter size (sq in)	18 1/2" x 18 1/2"	20" x 20"	22" x 22"	24" x 24"	28" x 28"
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 _____

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 _____

TIEDOWN COMPONENTS

Longitudinal Stabilizing Device (LSD) _____

Manufacturer _____

Longitudinal Stabilizing Device w/ Lateral Arms _____

Manufacturer _____

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 manufacturer's installation instructions and or Rule 15C-1 & 2

Installer Signature _____ Date _____

JEFFERSON COUNTY/CITY OF MONTICELLO
BUILDING INSPECTION, CONTRACTOR LICENSING,
PLANNING AND ZONING DEPARTMENT

445 WEST PALMER MILL ROAD ♦ MONTICELLO, FLORIDA 32344

Phone: (850) 342-0223

Fax: (850) 342-0225

Memorandum of Agreement

The undersigned has agreed to comply with all Jefferson County Land Use Regulations and State of Florida Building Codes in regards to placement of a mobile home on the property described below. The following conditions apply to the undersigned:

_____ I am placing a home/mobile home on a parcel which meets the density requirements.

_____ I am replacing a home/mobile home on site which has deteriorated or has been damaged beyond repair and will be removed upon completion of setup and/or final inspection approval by Jefferson County Building Department.

_____ I am selling and/or replacing (circle one) the mobile home that is presently on site with a different home and have made arrangements with a ___ licensed installer, ___ a mobile home dealership, ___ financial institute to remove the old home from my property upon completion of setup and/or final inspection approval by the Jefferson County Building Department.

Failure to comply with the above agreement will be in violation of applicable Jefferson County Land Use Regulations and State of Florida Building Codes. **Such violation will be subject to a code enforcement action and possible fines of up to two hundred fifty (\$250) dollars a day until the situation is remedied.**

I, _____ have read the above agreement and understand the conditions of which I am submitting to.

Parcel Id No. _____ Date _____

Permit Officer _____

State of Florida; Jefferson County

The foregoing was sworn to, subscribed and acknowledged before me this _____ day of _____, 20____ by _____ who is personally known to me or has produced _____ as identification, and (did/did not) take an oath.

Notary Public, State of Florida _____

My Commission Expires _____ (SEAL)

Owner Acknowledgment and Agreements

Deed Restrictions and Covenants

Prior to pursuing a building permit application, applicants should review any Deed Restrictions and/or Covenants, which may apply to a particular site. Applicants should be aware that Deed Restrictions or Covenants are private civil issues and therefore are not enforced or reviewed by the County.

Signature of Owner/Agent: _____ Date: _____

Signature of Contractor: _____ Date: _____

Access to Property

By submitting this application, I am providing permission for Jefferson County personnel to inspect at reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Jefferson County. Unless the inspection requires entry into a private residence no further permission will be required.

Signature of Owner: _____ Date: _____

STATE OF FLORIDA; JEFFERSON COUNTY

The foregoing was sworn to, subscribed and acknowledged before me this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification, and (did/did not) take an oath.

Notary Public, State of Florida _____

Serial Number _____

My Commission Expires _____

SEAL