

Mobile Home Permit Process

Mobile Home Permit Process

1. Complete and return the Mobile Home Permitting application to the Building Department for review by the Planning Department and the Building Department.
 - a. **In the application you are asked to submit a copy of the deed to the property. If the home is to be set on someone else's property, we need a notarized letter from them giving you permission to utilize their property.**
2. After the application has been reviewed by the Planning Department for setback requirements as well as wetland and flood plain concerns, a development permit will be issued.
 - a. Mobile Home Development Permit: **\$100.00**
 - b. Impact Fees for Fire & Rescue/Emergency Medical: **\$110.02**
 - c. 911 Address-New Location: **\$30.00**
 - d. Driveway Inspections Permit: **\$53.00**
3. If it is determined in the review process that your property is in a flood prone area, you must have a surveyor set a benchmark for the flood elevation before your Mobile home set-up permit is issued and supply a flood elevation certificate to this office before a final inspection can be performed.
4. Your driveway permit application will be sent to the Road Department for review and response.
5. **A mobile home cannot be delivered prior to issuance of set-up permit.** Prior to the release of the set up permit the Building Department must have a copy of the septic permit and elevation certificate, if one has been required. The fees are as follows:
 - a. **Single Wide Mobile Home** **\$155.00**
 - b. **Double Wide Mobile Home** **\$230.00**
 - c. **Attachments or portions of a section:** **\$ 50.00**
 - d. **Used Mobile Homes:** **\$100.00**
(additional fee)
6. According to the Mobile/Manufactured Home Installation Standards, all installations of mobile/manufactured homes shall be performed by either a licensed installer, dealer installer, or manufacturer installer.

Before the permit is issued, this individual is required to provide this office with a copy of their license and must sign your mobile home permit as contractor for setting this home.

7. **When the home is set, septic connected, well has been drilled, and the electric is ready for the power company to connect, call the Health Department for a final inspection. We must have a copy of the Health Department's final before we can 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 their connecting power if all setup procedures are correct.
8. After inspection and power is connected, skirting must be installed around the home. Within ninety days, decks without a roof can be added as part of the building permit.

**JEFFERSON COUNTY/CITY OF MONTICELLO
MOBILE HOME
INSTALLATION APPLICATION
445 W. PALMER MILL RD., MONTICELLO, FLORIDA 32344
PHONE: (850)-342-0223 FAX: (850)-342-0225)**

DATE:

APPLICANT:	
ADDRESS:	
CITY, STATE, ZIP:	
PHONE:	

PROJECT LOCATION:			
PROPERTY IDENTIFICATION NUMBER:			
UTILITY PROVIDER:	DUKE	TRI-COUNTY	TALQUIN

PROJECT DESCRIPTION:			
SINGLE WIDE	NEW	USED	
DOUBLE WIDE	NEW	USED	
OTHER:	NEW	USED	

INSTALLER INFORMATION:	
NAME:	
ADDRESS:	
CITY, STATE, ZIP:	
LICENSE NUMBER:	
PHONE NUMBER:	

MOBILE HOME DEALER:	
NAME:	
ADDRESS:	
CITY, STATE, ZIP:	
PHONE NUMBER:	

PLEASE SUBMIT THE FOLLOWING FOR REVIEW:

SITE PLAN: (2 COPIES)	
WARRANTY DEED:	
BOUNDARY SURVEY:	
FOUNDATION PLAN:	
DRIVEWAY PERMIT APPLICATION:	
NEW 911 ADDRESS APPLICATION:	
AUTORIZATION LETTER:	

THIS SECTION TO BE COMPLETED BY STAFF:

FEMA MAP:		ZONE:
LAND USE:		

PLEASE SUBMIT A COMPLETE APPLICATION TO ENSURE A PROMPT REVIEW

ACKNOWLEDGEMENTS
(TO BE SIGNED BY THE PROPERTY OWNER)

DEED RESTRICTIONS AND COVENANTS

Applicants should be aware that Deed Restrictions or Covenants are a private civil issue. *They are not enforced or reviewed by the County.* Prior to pursuing a building permit, applicants should be aware of any such restrictions that may apply to their property.

ACKNOWLEDGED

BY: _____ 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, for compliance with applicable codes as specified by Jefferson County. Unless the inspection requires entry into a private residence, no further permission will be required.

ACKNOWLEDGED

BY: _____ DATE: _____

STATE OF _____

COUNTY OF _____

The foregoing was signed before me this _____ day of _____ 20____ by _____

Personally Known: _____/Or Identification provided: _____

Notary Public

(SEAL)

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)

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

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 sidewalk locations. 1 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 PLANNING DEPARTMENT

445 W. PALMER MILL ROAD - MONTICELLO, FLORIDA 32345
Phone (850) 342-0223 - Fax: (850) 342-0225



ROAD AND DRIVEWAY CONNECTION PACKET

All new road or driveway connections to a County-maintained road shall be required to obtain a Jefferson County Driveway Connection Permit. This process will ensure the Road Department:

1. Is aware of all vehicular connections to the County-maintained roadway system;
2. Will determine if a culvert will be required at the connection to the County Road to ensure the continued function of the County Road drainage system.
3. To inspect and determine the culvert was installed correctly.

DRIVEWAY CONNECTION PERMITS WILL NOT BE REQUIRED:

- Additions To Existing Structures
- Accessory Structures Where A Driveway Exists
- Connections To A Private Road.

The permit fee is: \$53.⁰⁰

Make checks payable to: Jefferson County Board of County Commissioners

Notify the Road Department at least 24 hours prior to the requested date of inspection.

REQUIRED INFORMATION:

Owner Name: _____

Mailing Address: _____

Parcel ID #: _____ Phone #: _____

Name of road connecting to: _____

911 Address: _____ Email Address: _____

Purpose of driveway (CHECK ONE): Residential, Commercial, Development

If a new Development, approved name of new road: _____

1. Attach a recorded copy of the warranty deed.
2. Draw or attach a simple location map.
3. Stake the middle of proposed driveway with white flagging material.
4. Provide any special instructions, information, or markings below:

Jefferson County Road Department
1484 S. Jefferson Monticello, Fl 32344
Telephone (850)997-2036 Fax (850)997-6760

AGENT AUTHORIZATION FORM

For obtaining *driveway connection* permit

Date: _____

To: Jefferson County Road Department

Property legal description: (Please attach copy of deed)

By signing below, we, the owners of above property, do hereby grant permission to _____ to obtain the necessary permit for a driveway from the Jefferson County Road Department prior to the day of closing.

Phone number to reach owners _____

Signed _____

Having signed before a notary this ____ day of 20__

Notary _____

Stamp:

Jefferson County Road Department
1484 S. Jefferson Monticello, FL 32344
Telephone (850)997-2036 Mobile (850) 528-0555 Fax (850)997-6760

Written directions from Courthouse Circle to Proposed driveway location:

DRAW MAP BELOW
Show North Direction



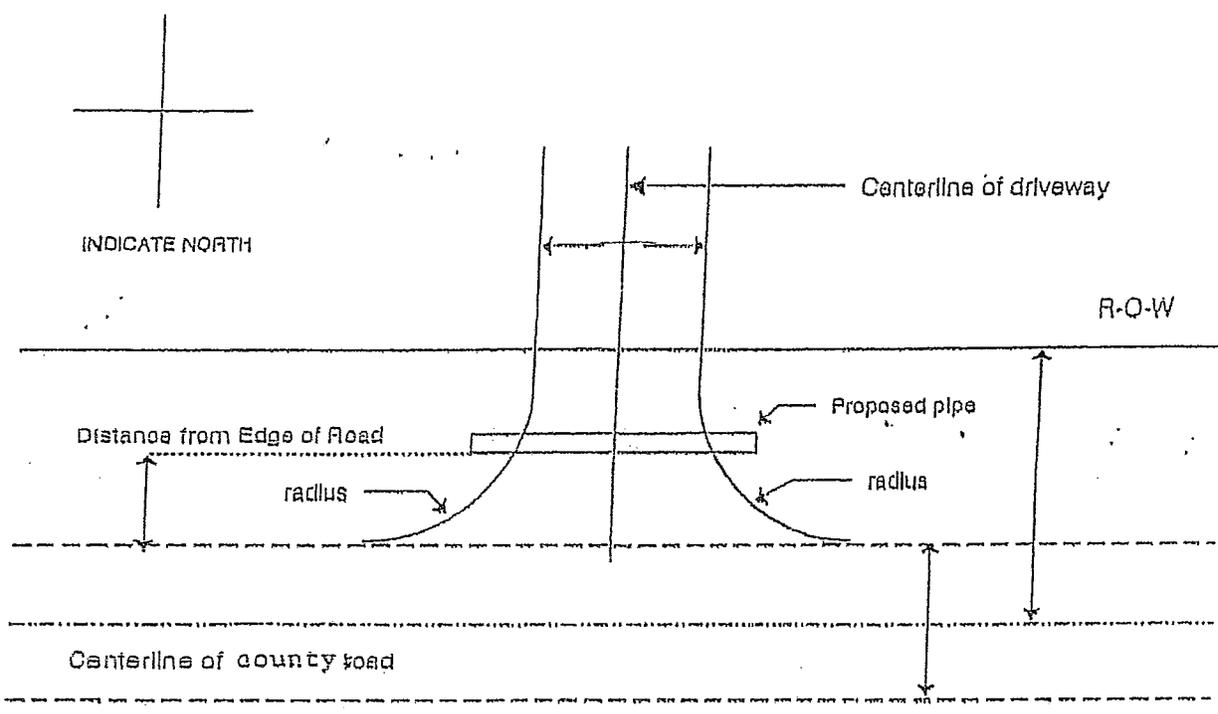
Driveway Culvert Installation & Permit Procedures

1. All driveways or roads entering a County road right of way shall have a driveway culvert installed when necessary to facilitate roadway drainage.
2. The driveway connection shall slope away from the roadway edge at a minimum grade of 2% from the edge of the road pavement to the centerline of the culvert pipe to ensure runoff from the driveway will not cross the County-maintained road. Property owner may be required to install slotted pipe to prevent storm water draining into County roadway.
3. The Road Department Superintendent or his representative shall determine the appropriate pipe diameter and flow line of the new driveway culvert.
4. The overall pipe length shall be at least the driveway width plus the length required to provide for mitered end sections. Mitered end sections with 4:1 slope are required unless a variance is granted by written permission from the Road Superintendent.
5. The pipe material shall be reinforced concrete pipe on all roads, except corrugated metal may be utilized with written permission from the Road Superintendent.
6. A private contractor will install driveway culverts:
 - (a) A valid permit must be issued.
 - (b) The property owner or the contractor will supply the pipe specified by the Road Superintendent or his representative.
 - (c) The property owner pays all costs.
7. The depth of the existing ditch shall be defined as the vertical height as measured from the edge of the existing road pavement to the bottom of the existing ditch. The Road Department will adjust ditches if needed.
8. The pipe shall be backfilled with clean fill dirt.
9. Driveway connections that connect to a paved road shall be required to pave the aprons with concrete or asphalt. The driveway apron is the area between the edge of the road surface and the right of way or 30' from the road centerline on County-maintained roads where there is no defined right of way boundary.
10. **Note:** If a private contractor installs the driveway culvert, the Road Superintendent must be called to inspect the installation before the contractor can backfill the trench. Failure to have the installation inspected prior to backfilling may result in the Road Department removing the driveway culvert.
11. The Road Department Superintendent or his representative will inspect the culvert at the request of the property owner or his authorized representative/agent.
12. Driveways connecting to State and/or County roads shall follow the most current standards depicted in FDOT INDEX 273 -SIDE DRAIN MITERED END SECTIONS, which can be found online at <http://www.dot.state.fl.us/rddesign/DS/12/IDx/00273.pdf>.

Name: _____
 Address: _____

Project Address If Different from Applicant's Address:
 Road: _____
 Address: _____

To construct and maintain a _____ by laying _____ feet of
 (length)
 _____ inch pipe along the () North () East () South () West side of
 (diameter)
 _____ (road) approximately _____ feet () North () East () South () West
 of _____ and _____ feet from edge of road,
 (nearest intersecting road)



INDICATE NORTH

Centerline of driveway

R-O-W

Distance from Edge of Road

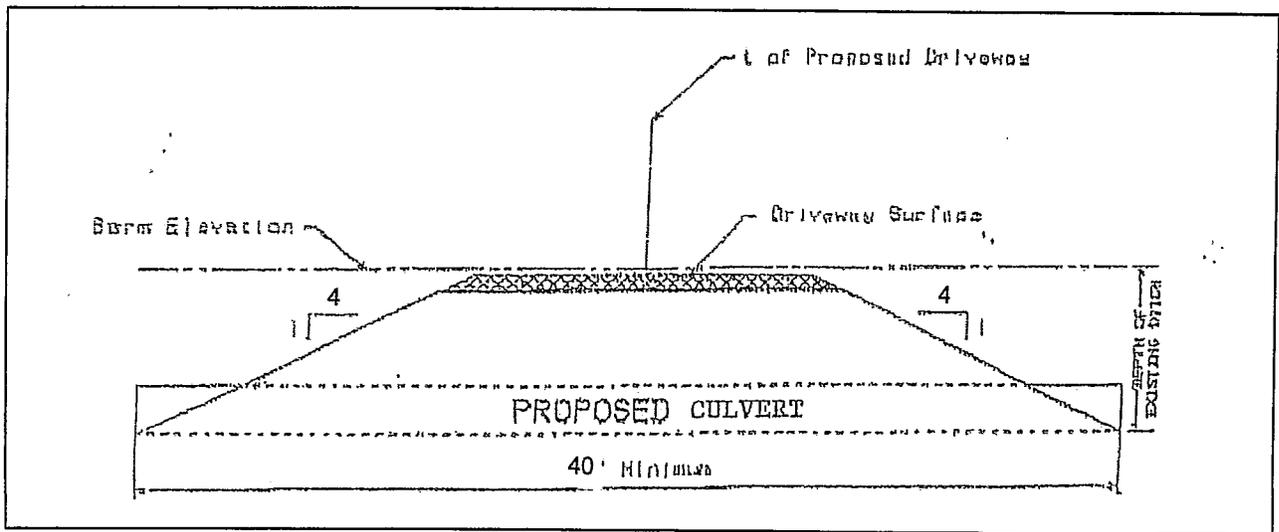
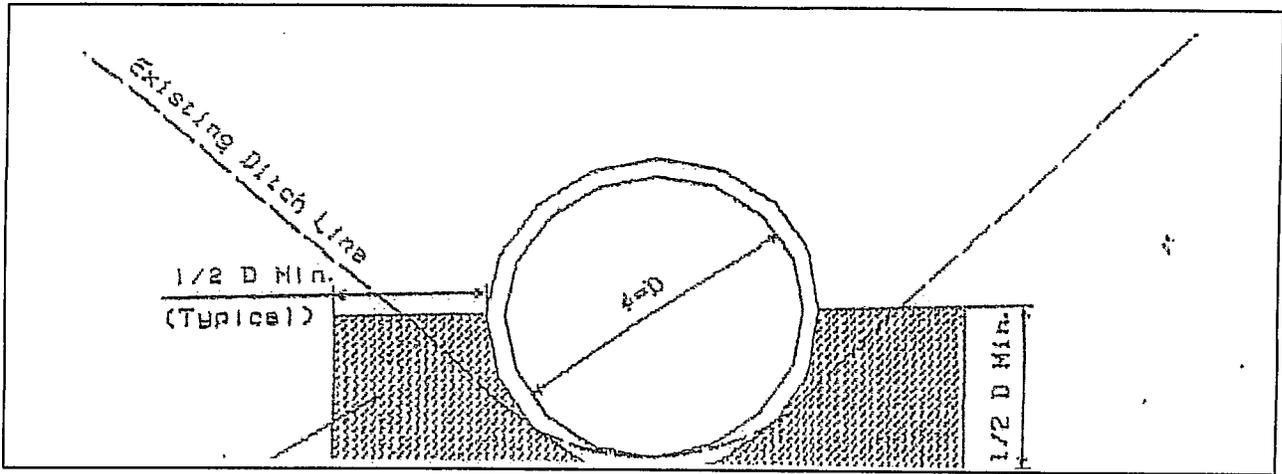
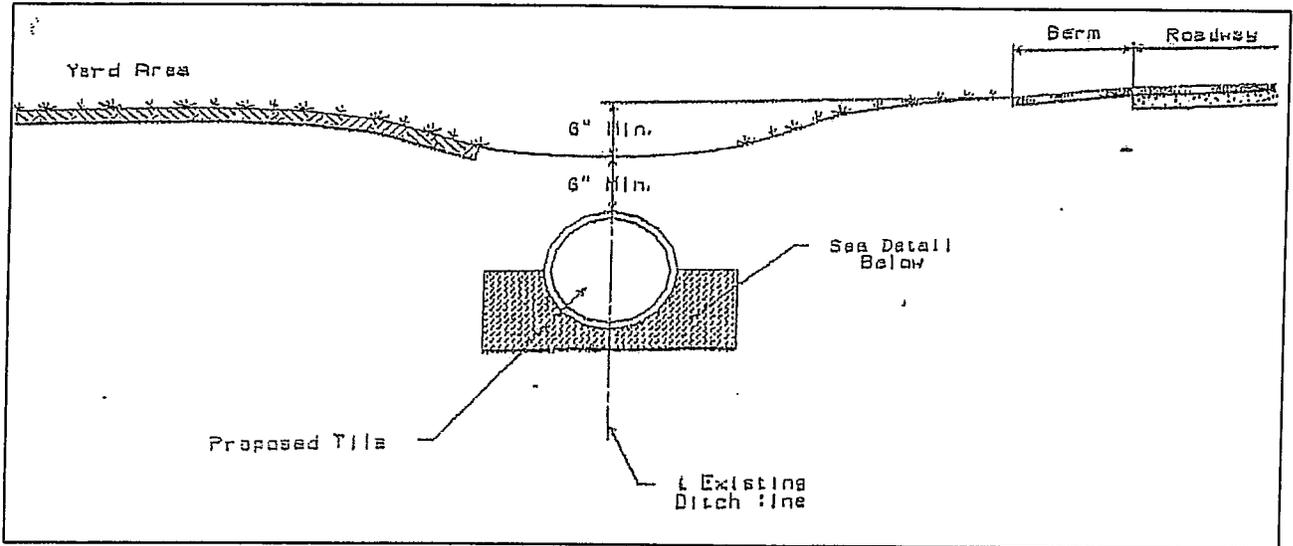
Proposed pipe

radius

radius

Centerline of county road

Sample Site Plan for Driveway Culvert and Resurface



JEFFERSON COUNTY PLANNING DEPARTMENT

445 W. PALMER MILL ROAD - MONTICELLO, FLORIDA 32345
Phone (850) 342-0223 - Fax: (850) 342-0225



911 ADDRESS

A new 911 address will be assigned when requested; however, all 911 addresses are based upon the measured location of the center of the driveway access point to the property. Driveway connections to any public or private road that provide access to a residence shall be required to obtain a Jefferson County 911 address.

NOTE: When an existing driveway becomes the access point for a third residence, the existing driveway shall be named as a private road and any subsequent residences shall be assigned a 911 address based on the location of the driveway to the new residence along the new private road. The proposed name shall be approved by the Planning Official in accordance with Section 10-135 of the Jefferson County Code.

Please refer to Jefferson County Code Sec. 10-138. - Posting of numbers for information regarding the type, care, and placement of 911 address signage.

The 911 Address Fee for a new number is 30.⁰⁰. Date Paid: _____ Staff initial: _____

Make checks payable to: Jefferson County Board of County Commissioners

REQUIRED INFORMATION:

Owner Name: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

PROPOSED ADDRESS SITE:

Parcel Tax ID #: _____ Phone #: _____

Name of Public or Private Road: _____

NOTE: The following information should be filled out by the applicant upon receipt of the address plaque.

911 INFORMATION

911 Address assigned to this packet _____ OWN _____ RENT _____

If renting, name/phone # of landlord: _____

FULL NAME OF PERSON(S) LIVING AT ASSIGNED ADDRESS:

TELEPHONE NUMBER (S) AT THIS ADDRESS:

NUMBER:	NAME ASSIGNED TO PHONE:
_____	_____
_____	_____
_____	_____

Please list a contact person, other than those living at this address, in case of emergency (relative, friend) or if a business and an after-hour telephone number:

ELECTRIC CO.: _____ GAS/ PROPANE COMPANY: _____

Do you have an automatic or locked gate? YES _____ NO _____

What is the entry code? _____ If locked, how can emergency personal gain entry? _____

Is your home equipped with an alarm or life line? YES _____ NO _____

Name and phone number of service provider: _____

Contact person and phone number(s): _____

Fill out completely, accurately and return or fax to Jefferson County Planning Department.
DO NOT MAIL IN.

The information entered by you herein is for emergency services. It will not be given or sold to anyone. Upon payment and return of this sheet a 911 plaque with numbers will be issued.

