



Jefferson County Building Department

445 West Palmer Mill Road
Monticello, Florida 32344
850-342-0223, FAX: 850-342-0225

Mobile Home Permit Packet

Please read, complete and submit all required documents.

Stephen Fulford
District 1

Gene Hall
District 2

JT Surles
District 3

Betsy Barfield
District 4

Stephen Walker
District 5

Mobile Home Permit

Complete Package and return the Mobile Home Permitting application to the Building Department for review by the Planning Department and the Building Department.

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 the property owner giving you permission to utilize their property.

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.

Mobile Home Development Permit:	\$100.00
Impact Fees for Fire & Rescue/Emergency Medical:	\$110.02
911 Address-New Locations:	\$30.00
Driveway Inspections Permit:	\$53.00

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 you must provide a flood elevation certificate to this office before a final inspection can be performed.

Your driveway permit application will be sent to the Road Department for review and response.

A mobile home cannot be delivered prior to issuance of set-up permit. 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, the license holder 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.

We must have a copy of the Health Department's final inspection on the septic system before we can do our final inspection. When the home setup, septic system, water system and the electric service is ready for connection, the Building Department will contact the power company and authorize connection of power if all procedures and inspections are correct.

After inspection of blocking and tie downs have been inspected and pass, the skirting must be installed around the home.

Within ninety days, decks without a roof can be added as part of the building permit.

Carport, garage, decks with a roof and or any storage buildings whether site built or as a packaged kit must be permitted separately as an accessory building.

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:	
AUTHORIZATION LETTER:	

THIS SECTION TO BE COMPLETED BY STAFF:

FEMA MAP:		ZONE:
LAND USE:		

PLEASE SUBMIT A COMPLETE APPLICATION TO ENSURE A PROMPT REVIEW

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

PERMIT NUMBER

Installer _____ License # _____

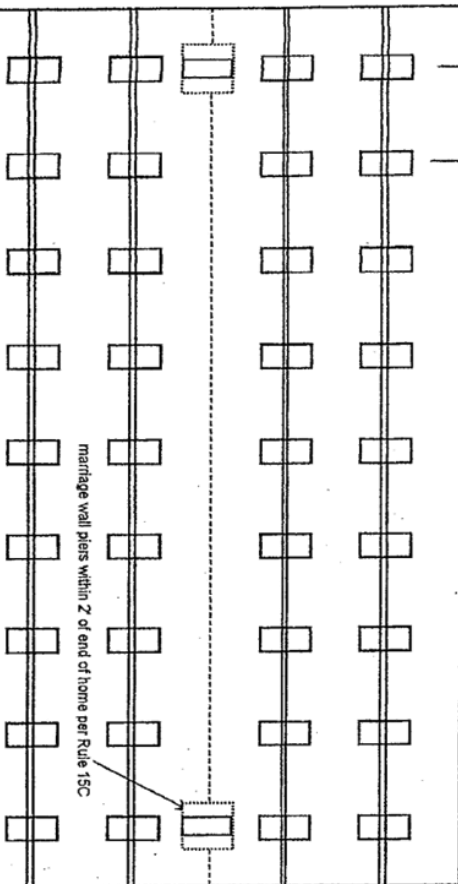
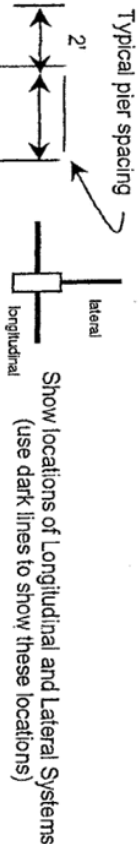
Address of home being installed _____

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 (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 _____

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 25 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 _____

TIEDOWN COMPONENTS

Longitudinal Stabilizing Device (LSD)
Manufacturer _____
Longitudinal Stabilizing Device w/ Lateral Arms
Manufacturer _____

OTHER TIES

Sidewall _____
Longitudinal _____
Marriage wall _____
Shearwall _____

Number _____

PERMIT NUMBER _____

PERMIT WORKSHEET

page 2 of 2

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 ROAD DEPARTMENT

1484 S. JEFFERSON ST. - MONTICELLO, FLORIDA 32345

Phone (850) 997-2036 - Fax: (850) 997-6760



ROAD & DRIVEWAY CONNECTION PACKET

Approved Planning Department Development Permit # _____

The permit fee is: \$53.00 Submittal Date: _____

Make checks payable to: Jefferson County Board of County Commissioners

An owner shall obtain a permit from the State of Florida Department of Transportation (or the designated representative thereof) for any vehicular access connection to a State road.

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 that 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. If a culvert need be installed, the inspector will indicate the pipe diameter and length. Upon completion, the inspector shall inspect and indicate that the culvert was installed correctly.

(At least 24 hours prior to the inspector's anticipated arrival, the owner shall request the Road Department Final Inspection prior to the completion of the culvert installation.)

Driveway Connection Permits Are Not Required For:

- Driveway Connections to a private road.
- Existing driveways on County roads for additions to existing residential or non-residential primary structures and/or Accessory structures.
- Existing driveways converted to private roads due to placing additional permitted residences on a parcel.

REQUIRED INFORMATION:

Owner Name: _____

Current Mailing Address: _____

City: _____ State: _____ Zip: _____

Driveway 911 Address: _____

Tax ID #: _____ E-Mail: _____

Phone #: _____ Name of County road: _____

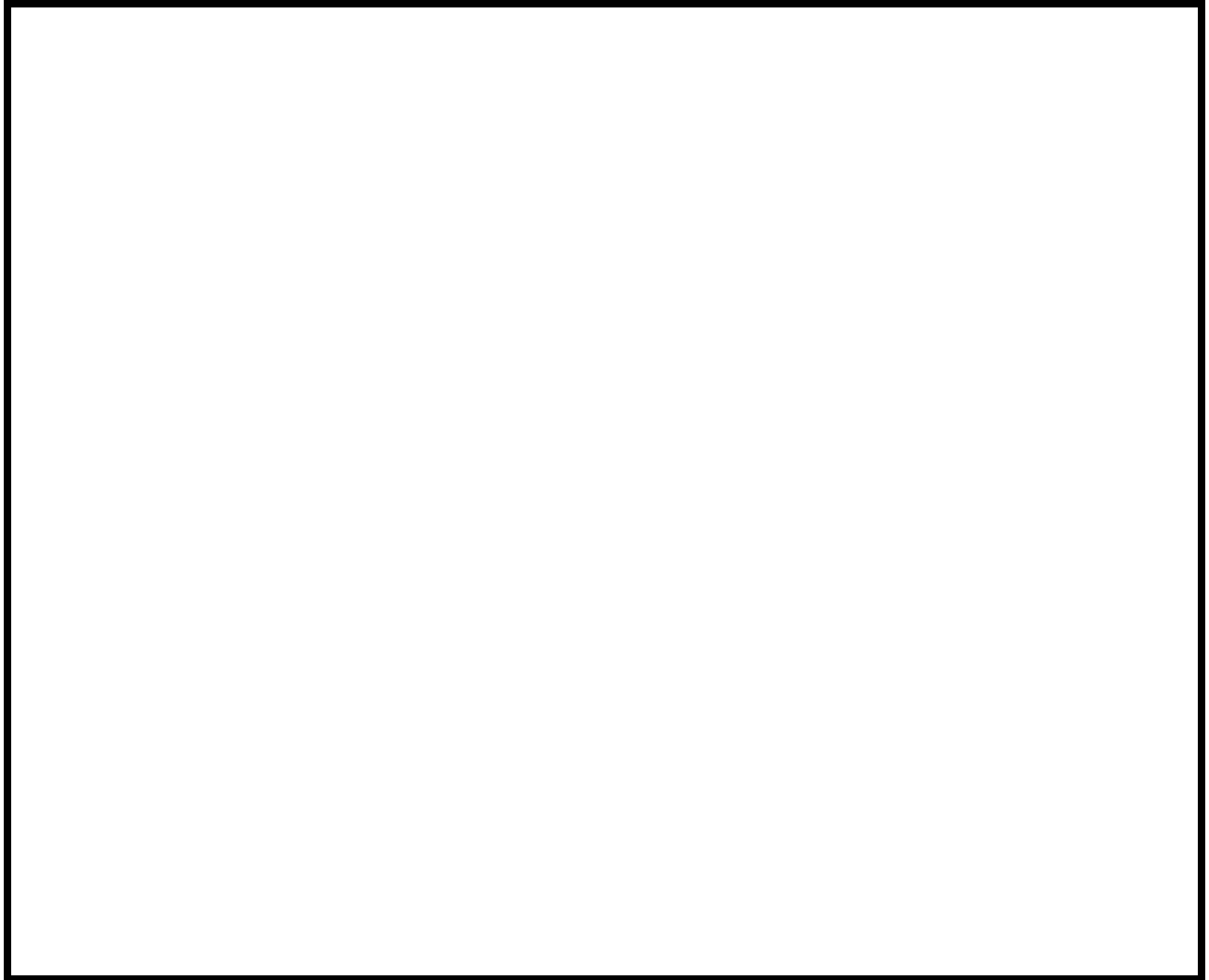
Purpose of driveway (CHECK ONE): ☐ Residential, ☐ Commercial, ☐ Development

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

1. Stake the middle of proposed driveway with the green 911 address plaque and white flagging material as an indicator for the inspector.
2. Draw or attach a simple location map indication the location of the driveway.
3. Submit Pages 1,2,& 6 (if required) to the Planning Dept. for forwarding to the Road Dept.

DRAW DIRECTIONAL MAP BELOW

Show North Direction



**An aerial Map from the Property Appraiser website may be provided in lieu of a drawing.
Provide any special instructions, information, or markings below, including written directions
from the Courthouse Circle to Proposed driveway location:**
