Mobile Home
Permit Packet

Please read, complete and submit all required documents.
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.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile Home Development Permit</td>
<td>$100.00</td>
</tr>
<tr>
<td>Impact Fees for Fire &amp; Rescue/Emergency Medical</td>
<td>$110.02</td>
</tr>
<tr>
<td>911 Address-New Locations</td>
<td>$30.00</td>
</tr>
<tr>
<td>Driveway Inspections Permit</td>
<td>$53.00</td>
</tr>
</tbody>
</table>

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, a 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

<table>
<thead>
<tr>
<th>Property Owner</th>
<th>Applicant</th>
<th>Name of Licensed Dealer/Installer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Address</td>
<td>Name of Licensed Dealer/Installer</td>
<td>License Number</td>
</tr>
<tr>
<td>Installation Decal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Manufacturer’s Name

Roof Zone

Number of Sections: WIDTH Length YEAR SERIAL 

Installation Standard Used: (Check one) MANUFACTURER’S MANUAL 15-C

SITE PREPARATION:

<table>
<thead>
<tr>
<th>Debris and Organic Material Removed</th>
<th>Compacted Fill</th>
<th>Water Drainage: Natural</th>
<th>Swale</th>
<th>Pad</th>
<th>Other</th>
<th>Page #</th>
</tr>
</thead>
</table>

FOUNDATION:

Load Bearing Soil Capacity: or Assumed 1000 PSF

<table>
<thead>
<tr>
<th>Footing Type: Poured in place</th>
<th>Portable</th>
<th>Size and Thickness</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-Beam or Mainrai Piers: Single Tiered</td>
<td>Double Interlocked</td>
<td>Page #</td>
<td></td>
</tr>
<tr>
<td>Size of Piers</td>
<td>Placement O/C</td>
<td>Page #</td>
<td></td>
</tr>
</tbody>
</table>

Perimeter Pier Blocking: Size Placement O/C Page #

<table>
<thead>
<tr>
<th>Ridge Beam Support Blocking: Size</th>
<th>Number</th>
<th>Location(s)</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ridge Beam Support Footer Size: Size</td>
<td>Number</td>
<td>Location(s)</td>
<td>Page #</td>
</tr>
<tr>
<td>Center Line Blocking Number</td>
<td>Size</td>
<td>Location(s)</td>
<td>Page #</td>
</tr>
<tr>
<td>Special Pier Blocking: Required (Fireplace, Bay Window, Etc.) Yes No</td>
<td>Page #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mating of Multiple Units: Mating Gasket</td>
<td>Type Used</td>
<td>Page #</td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Telephone #</th>
<th>License Exp. Date</th>
</tr>
</thead>
</table>

Signature Telephone # License Exp. Date
Installer's Signature ____________________________ Date __________________

Installation Instructions and/or Rule 15C-6.2

Installer verifies all information given with this permit worksheet

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Plumbing

Connection all potable water supply pipes to end fitting water meter; water tap or other

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Electrical

Ensure electrical connections between multi-outlet units. Fix

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Inspection

Testing conducted by a licensed installer

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Installation Notes

Remember station with 4000 lb holding capacity

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Toxic Probe Test

1. Test the perimeter of the home at 2 locations

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Pocket Penetrometer Test

1. Place the penetrometer at the depth of the floor

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Pocket Penetrometer Test

2. Take the reading at the depth of the floor

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Pocket Penetrometer Test

3. Check Penetrometer reads 1000 lbs. With Manual Test

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Page 2 of 2
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.
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:

__________________________________________

__________________________________________

__________________________________________