

BUILDING & PERMITTING OFFICE

Department: Gilchrist County Building Department

Address: 209 SE 1st Street, Trenton, FL 32693

Phone: 352-463-3173

Permits website: <https://gilchrist.fl.us/onlinepermitting/>

Code of ordinances: https://library.municode.com/fl/gilchrist_county/codes/code_of_ordinances

MANUFACTURED HOME NOTES

- Mobile home set-ups are permitted separately from standard building permits with their own application packet
- County has launched an online permitting portal; general permit checklist available on the county site
- Hours Mon-Thu 8-5, Fri 8-4

Florida: installations follow FS 320 and Rule 15C-1/15C-2 (DHSMV) with licensed installers and installation decals; county building permits, tie-down and wind-zone compliance apply. Coastal counties may require Wind Zone II/III homes.

Prepared by Select Home Center · 6047 Second St. N., Folkston, GA 31537 · 912-208-6065 · Last updated August 12, 2026. Verify all requirements with the county before permitting; codes and fees change.

Gilchrist County Building Permitting Guide Mobile Home



Step 1- Pre-Inspection for Used Mobile Homes

Where: Gilchrist County Building Department
209 SE 1st Street Trenton, FL 32693
Phone: (352) 463-3173

Used mobile homes must be pre-inspected by Building Official. The pre-inspection is \$75 for local, \$100 for adjacent county, or \$1 per round trip mile. This must be paid in advance. The mobile home must be open for the inspector. Mobile homes are required to have a data plate showing Wind Zone 2. That plate is usually found inside a kitchen cabinet, bedroom closet or electrical box.

Step 2- Land Use Compliance

Where: Gilchrist County Building Department
209 SE 1st Street Trenton, FL 32693
Phone: (352) 463-3173

You will need:

- ✓ Recorded Copy of Deed
- ✓ Survey
- ✓ Land Use Application



Submit your Land Use Application and required documents above. Your information will be reviewed. Depending on your zoning, additional steps may be needed. You will be contacted if that is necessary. If you live in or near a flood zone, you will need to contact Suwannee River Water Management at (386) 362-1001. Land Use approval will be contingent on any of these required steps. You will receive orange flags to place in your proposed or existing driveway. Your application will be sent to our 911 Addressing/Verification.

Step 3 - Driveway

Where: Gilchrist County Code Enforcement
Phone: (352) 463-3127 or
FDOT (352) 493-6075

You will need:

- ✓ Driveway flagged

If your driveway is accessed from a County maintained road, your Land Use Application will be sent to the County Code Enforcement. An inspection on your existing or proposed driveway will be performed. You will be notified if any work is needed. After completion of any work, you will need to schedule a final inspection. Code Enforcement will send final approval to the Building Department. Driveways that are accessed from a State Road will require a FDOT permit. Please contact FDOT for their requirements.

Step 4- Septic Permit

Where: Gilchrist Health Department Environment Health
119 NE 1st Street Trenton FL.
Phone: (352) 463-3120

You will need:

- ✓ Land Use Compliance

Once your Land Use Compliance has been approved, we will send to the Health Department. Please contact Health Department for information for permitting.

Step 5- Plan Submission

Where: Gilchrist County Building Department

You will need:

- ✓ Mobile Home Permit Application
- ✓ Mobile Home set-up paperwork completed by a Licensed Installer

MOVE-ON PERMIT REQUIRED PRIOR TO MOVING MOBILE HOME. FAILURE TO OBTAIN PERMITS WILL RESULT IN FINES.

After completing steps 1-4 you can submit the Mobile Home permit application with set-up paperwork. If property is in a "SPECIAL FLOOD HAZARD AREA", an engineered foundation is required and "Construction" & "Final" elevation certificates. All contractors must have current license and insurance up to date with the Gilchrist County Building Department. Review of application can take up to 30 business days. Once approved you will receive the Move-On Permit, Stamped plans, and 911 sign. You can take your permit to electric company to make application for power. 911 sign must be posted prior to first inspection.

Step 6- Inspections

Inspection Requests – Must be called in and left on the automated system at (352) 463-4171. You will need to leave the following information:

- ✓ Name of Owner
- ✓ Inspection Site Address
- ✓ Type of inspection
- ✓ Name and contact number of person(s) requesting inspection

Inspection request(s) received by 9:00 p.m. are normally placed on the next business day's schedule. No inspections are done on Friday(s). Results are normally available the morning after the inspection has been done.

Two inspections are required unless a special foundation is installed.

First Inspection

- ✓ Septic tank and well installed and connect to home (well electric to code).
- ✓ Code compliant steps and landings installed at all home exterior doors.
- ✓ Mobile home tongue and running gear removed.
- ✓ Electric pole or pedestal installed to NEC code and connected to home.
- ✓ All plumbing, waste/water and potable connected.
- ✓ A/C package or split system anchored to pad with ducts installed & electric connected.
- ✓ Back-flow preventers on all exterior hose bibbs.
- ✓ Home must be unlocked for inspector.

Final Inspection

- ✓ Approved skirting must be installed around complete perimeter of home.
- ✓ All items not completed on 1st inspection must be approved.
- ✓ Once final inspection has been approved the Building Department will contact power company and release power.



Gilchrist County Building Department

209 SE 1st Street Trenton, FL 32693
Phone: (352) 463-3173 Fax: (352) 354-9113

Certificate of Land Use Compliance

Required documents to be submitted with application:

- ☐ Recorded copy of deed
- ☐ Certified copy of survey
- ☐ Site plan with detailed information regarding existing structures and proposed structures and driveway.

Owner Information			
Owner Name:			
Mailing Address:			
City:	State:	Zip:	
Contact phone number:			
E-mail:			
Proof of Ownership: ☐ Recorded Deed ☐ Other:			
Applicant (if other than owner)			
Name:			
Mailing Address:			
City:	State:	Zip:	
Contact phone number:			
E-mail:			
Property Information			
Parcel Number:			
Project Address:			
Total Number of Acres:		Is property vacant? ☐ Yes ☐ No	
Please indicate number of existing structures on property			
Mobile Homes:	Shed/Barns:	Single Family Homes:	Other:
Are you replacing a structure? ☐ Yes ☐ No			
For accessory dwellings, total sq footage includes all heated, cooled and conditioned space.			
Proposed number, type and total sq feet of structure (s):			
Intended use of proposed structure: ☐ Residential ☐ Commercial			
Distance proposed structure from property lines			
Front:	Back:	Left:	Right:
Driveway			
Access to property: ☐ Paved Road ☐ County (Dirt/Limerock) Road ☐ Private Road/Easement			
Is there an existing driveway? ☐ Yes ☐ No			
Proposed driveways must be clearly flagged/marked or a reinspection fee may incur.			
Driveway(s) accessed from a State Road, must be permitted through Florida Department of Transportation. Please contact (DOT) for permitting requirements: (352) 493-6075			



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Driveway, Planning & Land Use Compliance Consent and Acknowledgement

This Land Use and Driveway Permit application does not supersede any deed restrictions or covenants, or any neighborhood bylaws, rules, or regulations. I certify that all information presented in this application is true and correct to the best of my knowledge. I further certify that the owner or occupant, have the legal right to use the property described in this permit application.

I also acknowledge understanding of the following:

- Property stakes shall be in place and clearly identified at the time of inspections.
- Land Use Compliance Permit and Driveway Permit expire after 1 year of approval
- I agree to complete driveway work required and to replace any material removed or repair any damage done on County Right of Way.

Property Owner's Signature

Date

Property Printed Name

STATE OF FLORIDA COUNTY OF Gilchrist County – The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20_____.

Individual identified by: ☐ Personal Knowledge ☐ Satisfactory Evidence: Type: _____

Stamp:

Signature of Notary Public - State of Florida

Printed Name of Notary Public or Stamp

Property Owner's Signature

Date

Property Owner's Printed Name

STATE OF FLORIDA COUNTY OF Gilchrist County – The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20_____.

Individual identified by: ☐ Personal Knowledge ☐ Satisfactory Evidence: Type: _____

Stamp:

Signature of Notary Public - State of Florida

Printed Name of Notary Public or Stamp



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SITE PLAN

Property Owner's Name:						
Property Size:						
Address or Parcel Number:						
Setbacks(ft):	Front:		Sides		Rear	

Please draw your proposed project and indicated the following:

- Location of driveway or proposed driveway.
- Location of all roads and right-of-ways in relation to the property.
- Location of all existing and proposed structures.
- Location of proposed or current septic, drain field and well.





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Mobile Home Pre-Inspection Request

Person Requesting Inspection	
Contact Number	
Purchaser of Mobile Home	
Contact Number	
Address of Mobile Home to be Inspected	
Do we need to contact anyone prior to inspection? ☐ Yes ☐ No	
If yes, name of person to be contacted:	
Is this a dealer? ☐ Yes ☐ No If yes, name of dealership:	
☐ Single-Wide ☐ Double-Wide ☐ Triple-Wide ☐ Quad-Wide Year of Mobile Home:	
Description of mobile home:	
Directions to mobile home:	

Office Use Only

☐ Approve

☐ Approved and Compliance Permit Needed

☐ Data Plate Needed: _____

☐ Additional Information Needed: _____

Notes: _____

Inspector Printed Name

Inspector Signature

Date



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Date Submitted: _____

Mobile/Manufactured Home Permit Application

New or Used Set-Up

Please print

Owner/Applicant Information				
Owner Name:				
Address:				
City, State, & Zip:				
Phone:		Electric Company: ☐ CFEC ☐ Duke ☐ Clay		
Authorized Agent Name:		☐ Affidavit on File ☐ Affidavit Attached		
Agent Contact:		Phone:	Cell:	E-mail:
Project Address:				
Parcel ID:		Proof of Ownership:		
Project Information				
Job Value: \$		N.O.C. Required if \$2,500 and over in value		
Mobile Home Dimensions: _____ Mobile Home Year: _____				
☐ New ☐ Used (Must have pre-inspection) ☐ Replacement Mobile Home				
Mobile/Manufactured Homes must be installed by a licensed Mobile Home installer. This application must be submitted with mobile home set-up worksheet and all other documents related to the establishment of a new, Used or Replaced home site.				
CONTRACTOR INFORMATION				
TYPE	CONTRACTOR/BUSINESS NAME	LICENSE #	ADDRESS	PHONE
M/H Installer				
Electrical				
Mechanical				
Building				
Plumbing				
Gas				

Signature of Owner of Mobile Home

Date

Printed Name of Owner of Mobile Home

STATE OF FLORIDA COUNTY OF Gilchrist County – The foregoing instrument was acknowledged before me by means of
☐ physical presence or ☐ online notarization this _____ day of _____, 20_____
by: _____

(Printed Name of Individual Acknowledging)

Individual identified by: ☐ Personal Knowledge ☐ Satisfactory Evidence: Type: _____
Stamp:

Signature of Notary Public - State of Florida

Printed Name of Notary Public or Stamp

☐ Approved or ☐ Denied _____
Building Official Date

PERMIT WORKSHEET

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PERMIT NUMBER _____

Installer _____ License # _____

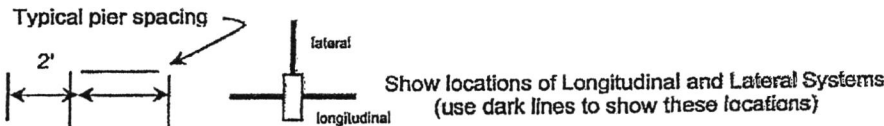
Owner Name & Address of home being installed _____

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 _____



marriage wall piers within 2' of end of home per Rule 15C

New Home ☐ Used Home ☐ Year Model _____

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 1/2 x 22 1/2	432
17 3/16 x 25 3/16	441
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	_____

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PERMIT WORKSHEET

PERMIT NUMBER _____

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
requires 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 _____

All information on this worksheet must be filled out completely to be accepted.

NOTICE OF COMMENCEMENT

Gilchrist County, Florida

Parcel Number: _____

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement

1. **Description of Property:** _____
Property (Job) Address: _____
Legal Description: _____
2. **General Description of improvement:** _____
3. **Owner Information or Lessee information if the Lessee contracted for the improvement**
 - a. **Name:** _____
 - b. **Interest in property:** _____
 - c. **Name and address of fee simple titleholder (if different from Owner above:** _____

4. **Contractor Information:** a. **Contractor Name:** _____
b. **Contractor's address:** _____
c. **Contractor's phone number:** _____ **Fax:** _____
5. **Surety (if applicable, a copy of the payment bond is attached):**
 - a. **Name:** _____
 - b. **Address:** _____
 - c. **Phone number:** _____ **d. Amount of bond: \$** _____
6. **Lender Name:** _____
 - a. **Lender Address:** _____
 - b. **Lender Phone number:** _____
7. **Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:** a) **Name:** _____
b. **Address:** _____
c. **Phone Number:** _____
8. **In addition to himself or herself, Owner designates:** _____ **of** _____ **to receive a copy of the Lienor's Notice as provide in Section 713.13(1)(b), Florida Statutes.**
9. **Expiration date of Notice of Commencement:** _____ **the expiration date will be 1 year from the date of recording unless another date is specified).**

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION [713.13](#), FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Under the penalty of perjury, I declare that I have read the foregoing Notice of Commencement and that the facts stated therein are true to the best of my knowledge and belief.

Signature of Owner or Owner's Authorized Office/Director

Signatory's Title/Office

STATE OF FLORIDA COUNTY OF Gilchrist County – The foregoing instrument was acknowledged before me by means of
☐ physical presence or ☐ online notarization this _____ day of _____, 20_____.

By: _____ (Printed Name of Individual Acknowledging)

Individual identified by: ☐ Personal Knowledge ☐ Satisfactory Evidence: Type: _____

Signature of Notary Public - State of Florida

Stamp:

Printed Name of Notary Public or Stamp