

BUILDING & PERMITTING OFFICE

Department: Hamilton County Building Department

Address: 204 NE First Street, Jasper, FL 32052

Phone: 386-792-1060

Permits website: <https://hamiltoncountyfl.com/building-department/>

Code of ordinances: https://library.municode.com/fl/hamilton_county

MANUFACTURED HOME NOTES

- Mobile Home Permit Application is a dedicated form available from the department
- Land Use department administers the comprehensive plan and land development regulations that govern where mobile homes may be placed

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.

Hamilton County Building Department

204 NE First Street
Jasper, Florida 32052

Phone (386)792-1060
Fax (386)792-3080

MOBILE HOME PERMIT APPLICATION

READ APPLICATION COMPLETELY

If item is marked with an *, you must have appropriate signature. If ☐ is marked, you should fill out.

☐ City of Jasper ☐ City of Jennings ☐ City of White Springs ☐ Outside city limits in Hamilton County

If property is inside the city limits of Jasper, Jennings, or White Springs, page 4 must be completed.

☐ Single Wide ☐ Double Wide ☐ Triple Wide ☐ Other _____

☐ Date: _____

☐ Owner(s): _____

☐ Mailing Address: _____ City and State: _____

☐ Subdivision name (if applicable): _____ Lot No: _____

☐ Home phone: _____ Work phone: _____ Cell phone: _____

☐ Electric power will be furnished by Duke Energy _____ or Suwannee Valley Electric Coop _____

* *Landowner's Permission: In order to place mobile home on land not in your name we will need a Notarized Letter or Affidavit from Land owner giving permission to place Mobile home on Land. (If applicable):*

* Parcel number from Property Appraiser's Office (386-792-2791): _____

Lot size/acres: _____ Section: _____ Township: _____ Range: _____

* Signature of 911 Address Administrator (386-792-6647): _____

☐ 911 Address: _____ City and State: _____

* If you have well/septic, septic tank permit number or signature for approval of existing system from

* Environmental Health Official (386-792-6459) _____

* If on city water/sewer, signature of Health Official or City Manager in the city your home will be placed: _____ Septic tank and well _____ or City water and sewer system _____.

* If outside city limits, signature of Road Department for Driveway Permit (386-792-1500) _____.

* Building Department (Flood and Wet lands) (386-792-1060): _____

Width: _____ Length: _____ of mobile home.

The property does _____ does not _____ lie within the 10- or 100-year flood area according to the flood map as attached. If property lies within 100-year flood plain, topographical survey and an elevation certificate is required. If the property lies in the floodway, a permit from Suwannee River Water Management District is required. * *Additional Permits required for Mobile Setup are Electrical and Mechanical/HVAC.*

PLOT PLAN

- In block shown below, write size of property or lot on which you are placing mobile home.
- Show existing buildings on the property.
- All additions, porches, sheds, etc. require additional permit.
- Show set-backs on home from property line (refer to section below Land Use Administrator).
- Show which way is north, south, east, and west on your home's plot plan.
- Show width and length of home on property.
- Show where well and septic tank will be placed on your property.
- Write name of highway, street, or road that runs in front, back, and side of property.
- You must have all the information on the plot plan or application will not be complete.

Parcel number _____

- Signature of Land Use Administrator (386-792-0507): _____
You will be required to furnish a copy of Deed and/or Proof of ownership of said land.
- ☐ Zoning classification: _____ Intended use: _____
- ☐ Setbacks from property lines: Front _____ Side _____ Rear _____
- ☐ Based upon information provided by applicant, this Property meets Zoning Regulations for Building Purposes.

INSPECTION CHECKLIST FOR MOBILE HOMES

Before the Building Inspector comes to inspect your property, you must have:

- ☐ Mobile home is set up and sticker must be in place.
- ☐ Well and septic tank installed and hooked up.
- ☐ A separate electrical permit and mechanical/HVAC permit has been obtained. Electrical service pole set and wired to mobile home. Air conditioning and/or heating installed and set up.
- ☐ Steps and handrails on both sides in place at each exterior door.
- ☐ 911 Address must be properly displayed.
- ☐ Culvert must be installed for driveway.
- ☐ Licensed installer must complete permit worksheet (pages 6 and 7 of this package) .

- **Display of inspection card:** You will be issued a green card along with your permit. The green-card shall be displayed prominently and protected from the weather while mobile home work is being performed. All mobile homes must have a Florida Licensed Installer's sticker on them.
 - **Expiration of mobile home permit:** Every permit issued shall become invalid unless the work authorized by such permit is commenced in the form of actual construction within six (6) months after issuance, or if the work authorized by such permit is suspended or abandoned for a period of six (6) months after the time the work is commenced. One (1) or more extensions of time, for periods not to exceed ninety (90) days each, may be allowed and such extensions shall be authorized in writing by the Building Official.
 - **Mobile home permits issued in error:** Mobile home permits issued in error shall not confer any rights or privileges to the applicant to proceed with installation. The Board of County Commissioners or the Building Official shall have the power to revoke such permit.
- ☐ I understand that according to Florida Statute 320.8249, a license from the Department of Motor Vehicles is required to receive a permit to install a mobile home. I authorize _____, who holds current Florida mobile home installer license, to obtain necessary permits from applicable state and local agencies to facilitate this mobile home installation.
- ☐ I certify that the foregoing information is accurate to the best of my knowledge.
- ☐ I understand that separate permits must be obtained for electrical, air conditioning and any other type work that is a part of the mobile home installation.
- ☐ I understand that the application must be completed including all signatures, and everything must be completed before any permits are issued or before any CO, CC, or Final Power is released.
- ☐ I further understand that the County will not issue permits to unlicensed contractors.

* Signature of applicant: _____ Date: _____

Owner(s) agent (if any): _____ Phone No: _____

Address: _____

☐ Contractor: _____ Phone: _____

Address of Contractor _____

License No: _____ Expiration date: _____

☐ Directions from Jasper to property to be inspected:

APPROVAL FOR CONSTRUCTION WITHIN THE CITY LIMITS OF:

(If your property is outside the city limits, skip this page.)

Jasper _____

Jennings _____

White Springs _____

Property owner: _____

911 address: _____

Parcel No. _____

Lot size: _____

Description of project: _____

Site plan or plot plan showing set-backs of proposed construction (refer to page 3 and page 1, line 22).

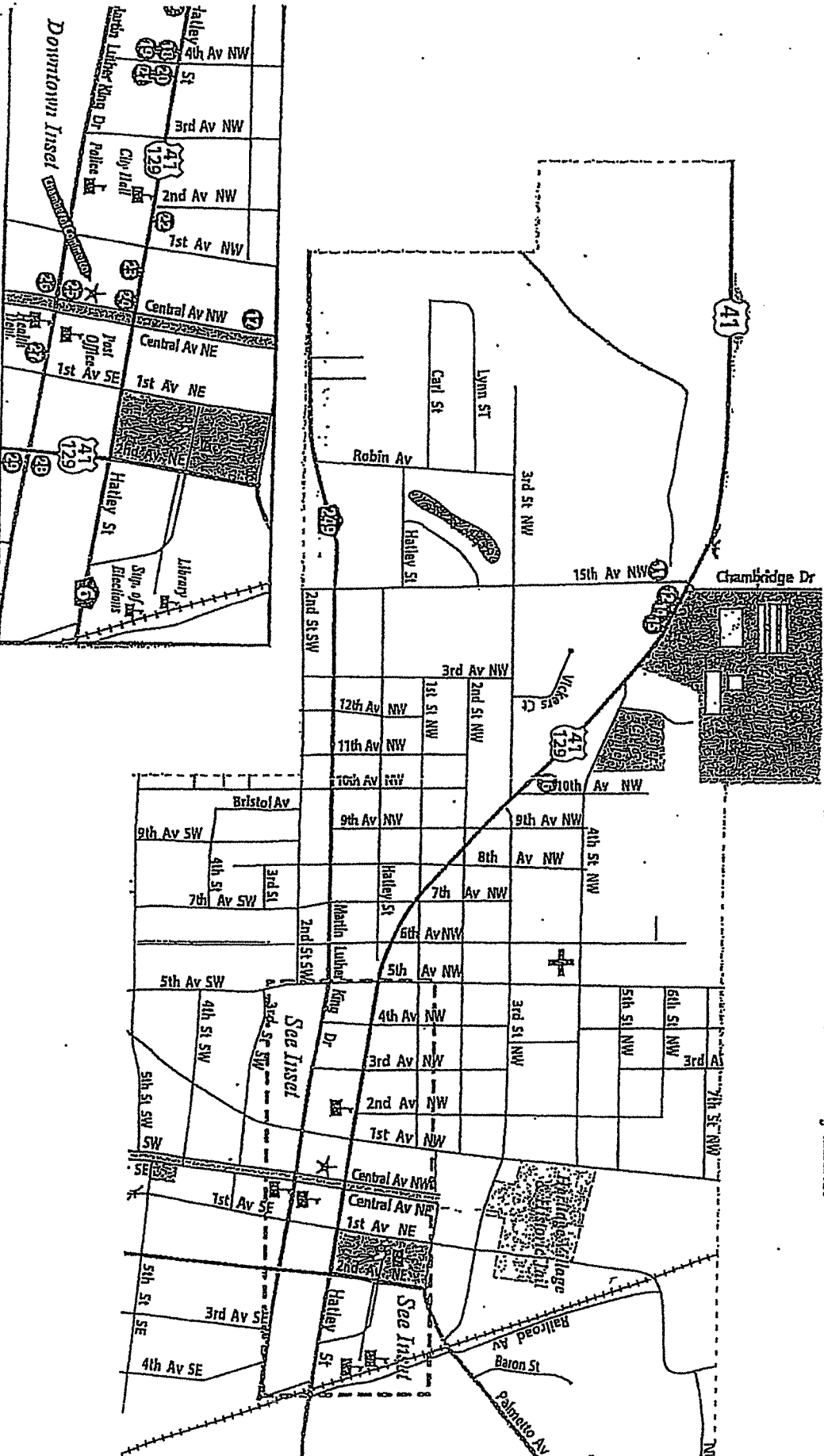
Approval of construction by the City Manager or Clerk for construction within the City limits:

Signature: _____

Date: _____

MAP AND INSTRUCTIONS FOR PERMIT APPLICATION

1. Fill in all blanks and fill out plot plan (if you need assistance, please advise us).
2. Go to Property Appraiser's office, Room 108, Courthouse, to get Parcel, Section, Township, and Range numbers.
3. If your application is for a mobile home, go to Tax Collector's office, Room 104, Courthouse, for tag registration or proof of fee being paid.
4. Go to Health Department, 209 South Central Avenue, or City Manager, City Hall, 208 Hatley Street, for sewer or septic permit.
5. Go to 911 Addressing, 1133 US Hwy 41 NW, for 911 address. (*Old High School*)
6. Go to County Road Department, 1623 MLK Drive, for driveway permit.
7. Go to Land Use Administrator (aka SHIP office), 204 NE 1st Street, for zoning approval.
8. If site is in city limits of Jennings or White Springs, go to their City Hall for approval of construction in the city limits.



These worksheets must be completed and signed by the installer.
Submit the originals with the packet.

Installer _____ License # _____

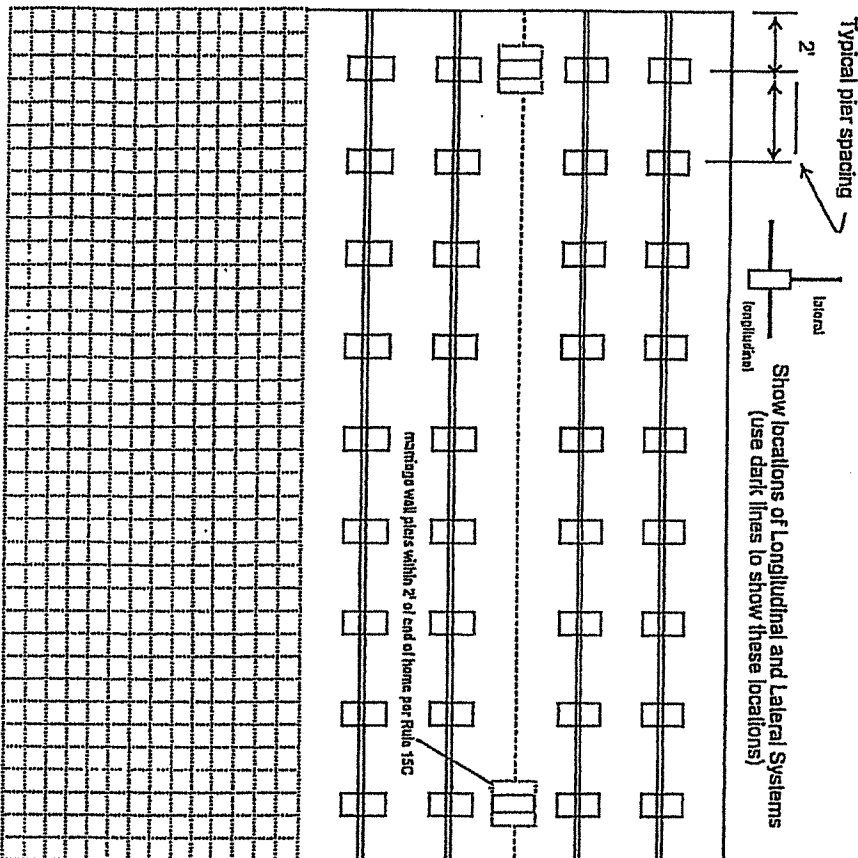
911 Address where home is being installed. _____

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

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 Detail # _____

Triple/Quad ☐ Serial # _____

PIER SPACING TABLE FOR USED HOMES

Load bearing capacity (sq in)	Footer size (255)	18 1/2" x 18 (342)	20" x 20" (400)	22" x 22" (484)*	24" x 24" (576)*	26" x 26" (676)
1000 dsf	3'	4'	5'	6'	7'	8'
1500 dsf	4' 6"	6'	7'	8'	8'	8'
2000 dsf	6'	8'	8'	8'	8'	8'
2500 dsf	7' 6"	8'	8'	8'	8'	8'
3000 dsf	8'	8'	8'	8'	8'	8'
3500 dsf	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.

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	448
24 x 24	576
26 x 26	676

Opening _____ Pier pad size _____

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 _____

Number _____

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 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 _____

Hamilton County Building Department
Contractor Addendum To Mobile Home Permit

Applicant _____ Date _____

Owners Name _____ Parcel # _____

I hereby certify that the following subcontractors will be used on the above referenced job. _____

(Initial)

Electrical _____ License _____

Email _____ Phone number _____

Signature _____

HVAC _____ License _____

Email _____ Phone number _____

Signature _____

Subcontractors must sign before permit can be issued and commencing work on job



**HAMILTON COUNTY SHERIFF'S OFFICE
DIVISION OF 911 ADDRESSING**

1133 US HWY 41 NW, JASPER, FL 32052
Telephone: (386) 792-6647



Application for Address

Only Permanent structures will have a 911 address assigned.

Address assignment may require 10 days or longer depending on the location and type of assignment.

Once the Building Department determines an occupancy permit will be issued, the address will be given to the applicant.

Date of Application: _____

Reason for Application: Site Built Home ☐ Manufactured ☐

If this is for a manufactured home, is it replacing a previous home in the same location?
Yes ☐ No ☐

Will the previous home be removed from the parcel? Yes ☐ No ☐

Name of Applicant: _____
Last Name First Name

Contact Telephone Number: _____ **Parcel ID No.:** _____

A site plan must be completed and attached. Instructions listed on back of this page.

This box is to be completed by 911 Addressing

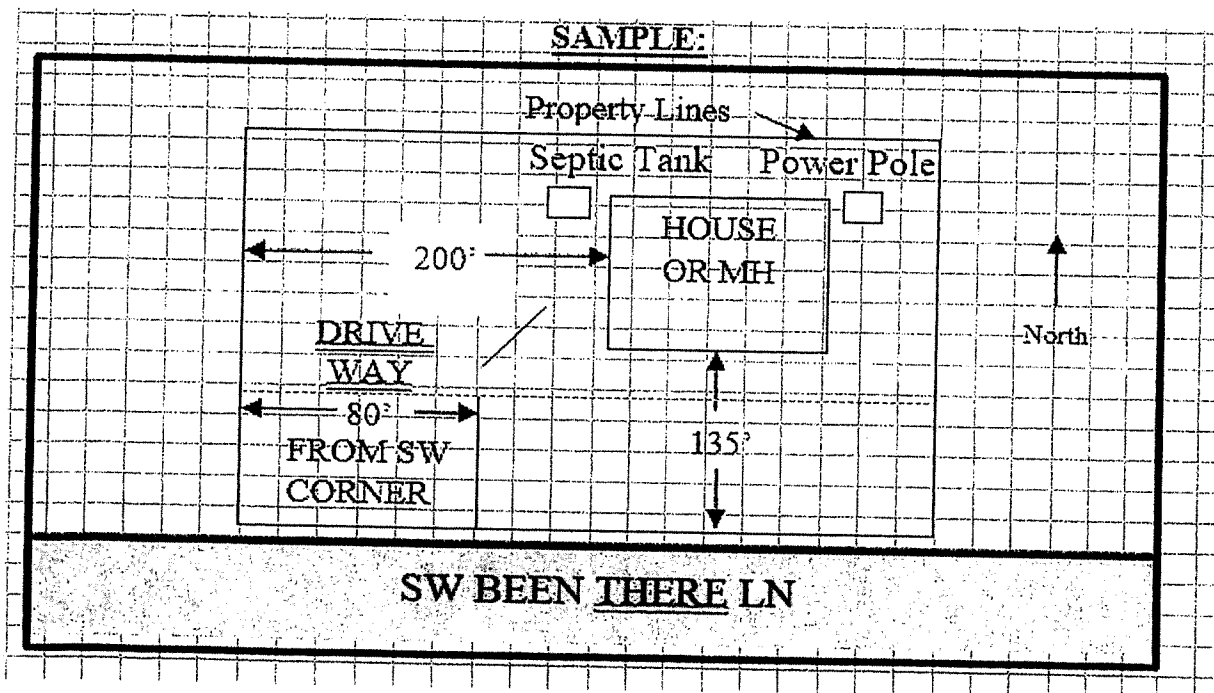
911 Addressing is issuing a Permanent ☐ Range ☐ Address.

Address: _____

Date returned to Building Dept. _____

Instructions for Site Plan

1. Print a copy of your parcel from the Hamilton County Property Appraiser's website located at <https://hamiltonpa.com>.
2. Draw in the following:
3. Location of planned residence or business on the property with distances from at least 2 property lines to the building, or manufactured home location. (See sample below).
4. Location of the access point (driveway) on the roadway from which location is to be addressed with a distance from a parallel property line and or property corner. (See sample below).
5. Distance of the driveway from the access point to the building, or manufactured home location.
6. Location of power pole and septic tank.



Please return completed documents to the Hamilton County Building Dept.