

BUILDING & PERMITTING OFFICE

Department: Jefferson County Building Department

Address: 445 W. Palmer Mill Road, Monticello, FL 32344

Phone: 850-342-0223

Permits website: <http://www.jeffersoncountyfl.gov/p/county-departments/building>

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

MANUFACTURED HOME NOTES

- Department issues mobile home installation permits as a distinct permit type
- Paper-only process: forms picked up at the office, incomplete applications rejected, no electronic submissions accepted, and no inspections scheduled on Fridays
- Chapter 50 of the county code is the Land Development Code governing siting

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.

Jefferson County Building Department
445 West Palmer Mill Road
Monticello, FL 32344
850-342-0223 FAX: 850-342-0225



Mobile Home Permit Packet

Please read, complete, and submit all required documents.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

MOBILE HOME PERMITTING

STEP 1: PLANNING DEPARTMENT	1. 911 STREET ADDRESS – Obtain your 911 address. This serves as your mailing address. *Note – the street address must be posted on the property before the first inspection. 2. DRIVEWAY PERMIT – A driveway permit is required for turning off a County Road onto your property. This permit is applied for at the Planning Department and must be obtained prior to locating the mobile home on the property. 3. SITE PLAN – You must provide a site plan showing the location of the mobile home on the property & distance from property lines. 4. PROOF OF OWNERSHIP - (Deed) A copy of your deed can be printed off the property appraiser's website, www.jeffersonpa.net If you are not the current owner please provide an original notarized letter of authorization signed by the owner giving you permission to place the mobile home on their property. 5. Development Permit will be issued after review.
Step 2: HEALTH DEPARTMENT	1. Development Permit – Take your development permit to the Health Department and obtain a New Septic Tank Application.
STEP 3 BUILDING DEPARTMENT	1. COMPLIANCE STATEMENT - You must bring the septic tank permit approval/letter with you to the Building Department to get a mobile home permit. 2. SET UP CONTRACTOR You must provide the Building Department with the name and license number of the State licensed mobile home contractor that will be setting up the home. A homeowner cannot set-up a mobile home. TWO SET-UP MANUALS MUST ACCOMPANY THE APPLICATION. APPLICATION WILL NOT BE REVIEWED WITHOUT THEM. 3. ELECTRICAL CONTRACTOR – If you hire an Electrical Contractor, they must be State Certified, or be State Registered and licensed in Jefferson County. The homeowner may perform the electrical work as owner contractor if they sign a disclosure statement during permitting. 4. AIR CONDITIONING / MECHANICAL - If you hire a Mechanical/Air Conditioning Contractor, they must be State Certified, or be State Registered and licensed in Jefferson County. The homeowner may perform the mechanical work as owner contractor if they sign a disclosure statement during permitting. NOTE: ELECTRICAL AND MECHANICAL PERMITS CAN NOT BE ISSUED TO THE OWNER IF PLANNING TO RENT OR SELL.

FEES

PLANNING DEPARTMENT	
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

BUILDING DEPARTMENT	
Mobile Home Permit	\$350.00
Electrical Permit	\$80.00
Mechanical Permit	\$90.00

PERMITTING INFORMATION

To complete the permitting process the following information will be required by the Building Department.

SEPTIC TANK PERMIT NUMBER: _____

Age of Home _____

MANUFACTURER OF HOME: _____

Utility Company _____

DIMENSIONS OF HOME: _____

NAME OF HOMEOWNER: _____
MAILING ADDRESS: _____
PROJECT LOCATION: _____
EMAIL: _____
PHONE NUMBER: _____

NAME OF SET UP CONTRACTOR: _____
BUSINESS NAME: _____
ADDRESS: _____

LICENSE NUMBER: _____
EMAIL ADDRESS: _____
PHONE NUMBER: _____
GL ☐ **WC** ☐ **STATE LICENSE** ☐

ELECTRICAL CONTRACTOR: _____
BUSINESS NAME: _____
ADDRESS: _____
LICENSE NUMBER: _____
EMAIL ADDRESS: _____
PHONE NUMBER: _____
GL ☐ **WC** ☐ **STATE LICENSE** ☐

MECHANICAL CONTRACTOR: _____
BUSINESS NAME: _____
ADDRESS: _____
LICENSE NUMBER: _____
EMAIL ADDRESS: _____
PHONE NUMBER: _____
GL ☐ **WC** ☐ **STATE LICENSE** ☐

PRESENT LOCATION OF USED

HOME (address or parcel no.) _____

- ☐ SET UP FORM AND **2 COPIES OF SET-UP MANUALS (REQUIRED)**
- ☐ BLOCKING DIAGRAM
 - **FOR NEW HOMES, A MANUFACTURER'S MODEL SPECIFIC BLOCKING DIAGRAM MUST BE PROVIDED**
- ☐ DISCLOSURE STATEMENT (if owner is doing electrical work)
- ☐ LETTER ESTABLISHING THE BENCHMARK (if home is in Flood Zone)
- ☐ SITE PLAN
- ☐ DEVELOPMENT PERMIT
- ☐ WARRANTY DEED
- ☐ DECAL(s)
- ☐ SEPTIC APPROVAL
- ☐ HUD PICTURES(s) or DATA SHEET

PERMIT APPLICATION MANUFACTURED HOME INSTALLATION

Permit # _____

Applicant _____

Address _____

Name of Licensed Installer _____

License # _____

Installation Decal # _____

Manufacturer's Name _____ Wind Zone _____ New Home _____ Used Home _____

Number of Sections _____ Width _____ Length _____ Year _____

Serial # _____

Installation standard used: (check one) manufacturer's installation manual _____ Rule 15C-1 _____

SITE PREPARATION:

Site Graded and fill dirt compacted to 90% _____ - or-

Page _____

Drain tile and sump pump to be installed _____ -or-

Page _____

Describe any other site prep method to be used _____

Page _____

Organic material removed _____

Page _____

Site graded or prepared for adequate drainage _____

Page _____

A Vapor Barrier is required for new and used homes

Page _____

I understand that a poorly prepared site can cause doors and windows to bind,

Mold and mildew to form in the home. Installer's initials _____

FOUNDATION:

Load bearing soil capacity (past) _____ or assumed 1000 past _____

Page _____

Footing type: plastic pad _____, 16 x 16 concrete footer _____,
poured footer _____

Page _____

I-beam piers: O/C spacings _____ Foundation pad size _____

Page _____

Perimeter piers: locations _____

Page _____

Centerline pier locations _____

Page _____

Centerline piers: Number _____ Footer sizes _____

Page _____

Special pier blocking: fireplace, bay windows, tubs, shear walls, etc., Yes ___ No ___

Page _____

TIE-DOWNS:

Torque probe reading _____ Declared 5 ft. anchors _____

Page _____

I understand a torque probe test can only be performed by a licensed installer.

Installer's initial _____

Anchor type: 4 ft. _____ 5 ft. _____

Page _____

Number of frame ties: _____ Spacing _____ Angle of strap _____ degrees

Page _____

Number of vertical ties: _____

Number of centerline anchors _____

Longitudinal straps/anchors _____ or longitudinal stabilizing devices _____

Page _____

Manufacturer of longitudinal stabilizing devices _____

Page _____

Manufacturer of lateral arm systems (if used) _____

Page _____

A State approved lateral arm system is being used and the installer will follow both the Home's installation manual and the lateral arm manufacturer's installation instructions. 5' 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 _____

CLOSE UP:**Gasket:**

I understand a properly installed gasket is a requirement of all new and used homes and condensation, mold, mildew, and buckled marriage walls can be a result of a poorly installed or no gasket being installed. I understand a strip of tape will not serve as a gasket. Page _____

Installer's initials _____ Type gasket _____

Fasteners are required to secure multi-sections of homes together (roof, sidewalls, floor)

Fasteners:	Roofs	Type and size _____	Spacing _____	Page _____
	Enwalls	Type and size _____	Spacing _____	Page _____
	Floors	Type and size _____	Spacing _____	Page _____

Electrical:

Connect electrical conductors between sections of the home this includes the bonding Wire. Installers are not allowed to connect electrical power to the home. Access panels Are to be installed. Page _____

Plumbing:

Using the manufacturer supplied drain line drawing connect all sewer drains to an existing sewer tap or septic tank. Page _____

Connect the potable water supply to an existing water meter, water tap or other Independent water system. Access panels are to be installed. Page _____

Weatherproofing:

Rule 15C-2 requires the complete weather sealing of the home.

Bottom board repair Page _____

Vinyl siding Page _____

Soffit and fascia Page _____

Roof close up: Check the one that applies

Manufacturer's installation manual _____ Page _____

Rule 15C-1 _____ 30 gauge, 8" wide, galvanized metal strip centered over The peak and fasten with galv. Roofing nails at 2" on center on both sides of the centerline.

Chimney:

Install extra length flue pipe, install, and seal storm collar, chimney cap Page _____

Home skirted:**NEW AND USED HOMES ARE REQUIRED TO BE SKIRTED.**

1 square foot for every 300 sq. ft. of home (suggested with vapor barrier) _____

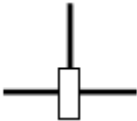
Ventilated skirted _____

Blocking Plan typical single wide blocking plan

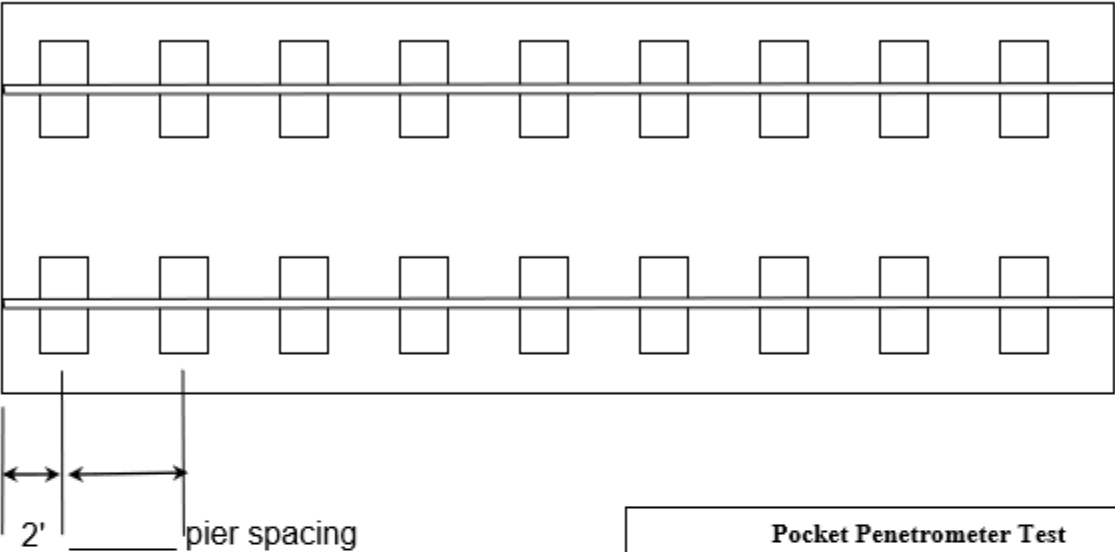
Manufacturer _____
Length x width _____

Designate location of all lateral arms and longitudinal stabilizing devices on the blocking plan.

Lateral Arm



Longitudinal Stabilizing Devices



Pocket Penetrometer Test

Test the perimeter of the home at 6 locations.
Take the reading at the depth of the footer.
Using 500lb increments, take the lowest reading
and round down to that increment.

Pocket Penetrometer test results _____
Soil torque probe test results _____
Anchor Length _____
I-beam pier pad size _____
Perimeter pier pad size _____

Other information

Designate location of all lateral arms and longitudinal stabilizing devices on the blocking plan.

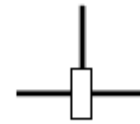
Blocking Plan

typical double wide blocking plan

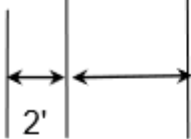
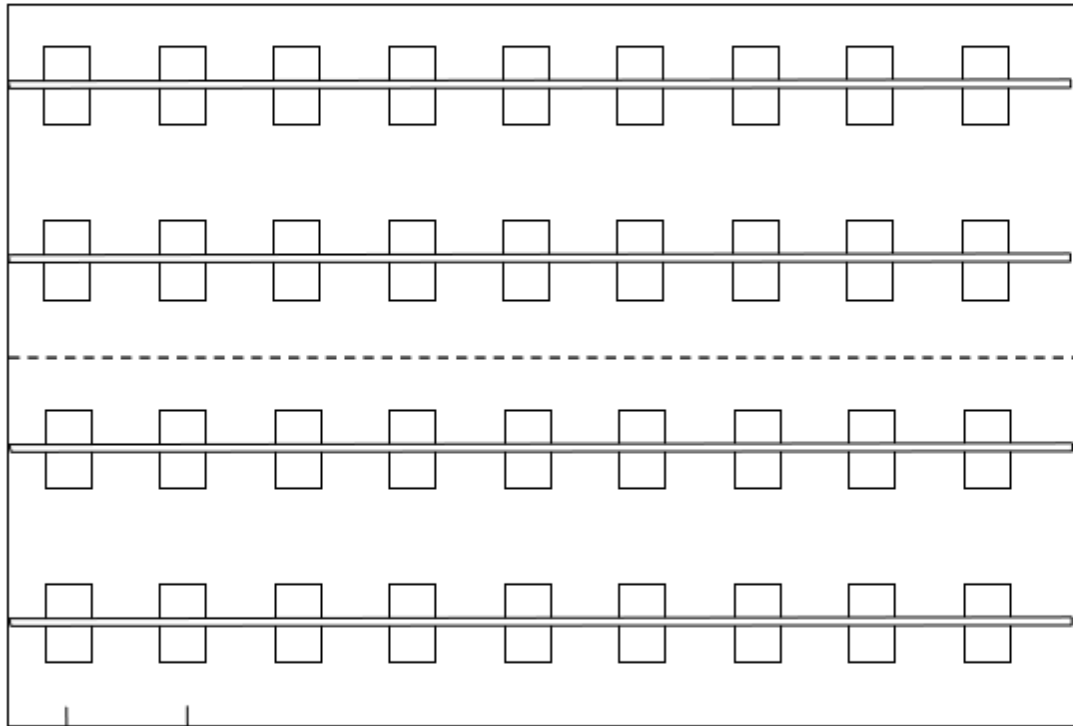
Length x width _____

Manufacturer _____

Lateral Arm



Longitudinal Stabilizing Devices



_____ pier spacing

Pocket Penetrometer Test

Test the perimeter of the home at 6 locations.
Take the reading at the depth of the footer.
Using 500lb increments, take the lowest reading
and round down to that increment.

Soil Bearing _____

Soil torque probe test results _____

Anchor Length _____

I-beam pier pad size _____

Perimeter pier pad size _____

Marriage wall pier pad sizes – outline pad locations on the centerline and show sizes below

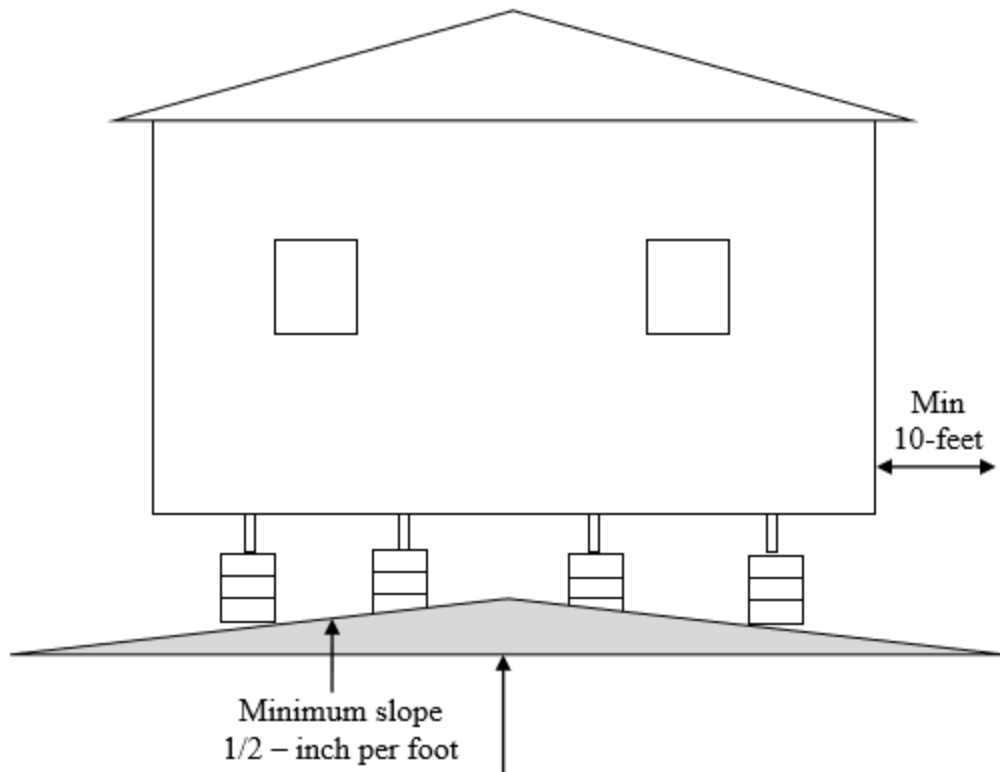
1 _____ 2 _____ 3 _____

4 _____ 5 _____ 6 _____

Other information

MOBILE HOME SITE PREPARATION

NEW HOME



1. Grade site so that there is a minimum 1/2 inch per foot slope from the middle of the home to a distance not less than 10 feet from the outside edge of the home.
2. All fill must be compacted to at least 90% of its maximum relative density.
3. All organic material such as grass, roots, twigs, and wood scraps must be removed in areas where the footings are to be placed.
4. All new **and used** homes require a vapor barrier (minimum 6-mil).

FOUNDATION MOUND HEIGHT

Home Width	Mound Height
12 - feet	8 - inches
14 - feet	8.5 - inches
16 - feet	9 - inches

Home Width	Mound Height
24 - feet	11 - inches
28 - feet	12 - inches
32 - feet	13 - inches

USED HOME

USED HOMES REQUIRE VAPOR BARRIER, 6 MIL MINIMUM AND FULL SKIRTING.

(Installer Signature) REQUIRED

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: _____

PRESENTED IDENTIFICATION: _____

IDENTIFICATION PROVIDED: _____

Notary Public

(Seal)

REQUIRED INSPECTIONS NEW AND USED HOMES

Pre-set PAD inspection required.

Mobile Home Pre-Final:

- Vapor Barrier (6 mil minimum)
- Electric Rough
- Mechanical Rough
- Plumbing Rough
- Gas Rough (if applicable)
- Set up
- Tie Downs (anchoring)
- Bonding of Mobile Home
- Home address shall be posted on house or mailbox

Electrical Service Release will be issued for 30 days to allow for final inspection. If no final inspection is completed within 30 days power will be suspended and meter will be pulled.

Mobile Home Final:

- Steps/Stairs
- Skirting
- Final Walkthrough of Mobile Home
- Final All Trades
- Septic Final Approval must be received from the Health Department

Environmental:

- Stabilization 10' Around House

(Installer Signature) REQUIRED

*To request an inspection please Email us at
kphillips@jeffersoncountyfl.gov

If you cannot email, please call, and speak with Kathy Phillips at 850-342-0223. *

NOTICE

ALL INSPECTIONS REQUIRE A 24 HOUR NOTICE.

THERE ARE NO INSPECTIONS ON FRIDAY.

IF YOU CALL IN AN INSPECTION ON THURSDAY, YOUR INSPECTION WILL BE SCHEDULED FOR THE FOLLOWING MONDAY.

PLEASE BE SURE ALL WORK IS COMPLETED BEFORE CALLING FOR AN INSPECTION.

A REINSPECTION FEE OF \$75.00 WILL BE CHARGED FOR THE 3RD AND SUBSEQUENT RETURN OF SAME INSPECTION.

****90 days after final inspection and power is connected decks without a roof can be added as part of the building permit. ****

Check List for Mobile Homes

A completed permit application

Copy of State License

Certificate of Workman's Comp

Certificate of Liability Insurance with the Certificate holder being:

Jefferson County BOCC
445 West Palmer Mill Road
Monticello, FL 32344

Should you retain an agent or send an employee to obtain your permit an original notarized authorization form must be submitted with every application.



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Phone (850) 342-0223
Fax (850) 342-0225

AUTHORIZED AGENT PERMIT FORM

This form is to authorize the below named person(s) to apply for and obtain building permits, as well as complete projects under **license number** _____

Company Name _____

_____ ► This authorization is for one time use at the following address:

_____ ► This authorization is for all permits at any location.

Authorized Agent

Authorized Agent

Authorized Agent

Authorized Agent

THIS AUTHORIZATION WILL BE EFFECTIVE UNTIL WHICH TIME IT IS WITHDRAWN IN WRITING BY THE LICENSED CONTRACTOR.

License Holder

Date Signed

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____,
by _____, who is personally known to me, or who has produced
_____ as identification and who did (did not) take an oath.

Signature of Notary/Deputy Clerk

Type or Print Name