



SANTA ROSA COUNTY DEVELOPMENT SERVICES

6051 Old Bagdad Highway, Suite 202 | Milton, Florida 32583

Checklist for Mobile Home Installation

1. Completed application
2. Septic tank permit or existing septic tank release letter from the Department of Health (850.983.5275) or a copy of your sewer tap receipt
3. Water tap receipt from the company providing waterservice
4. If you live in one of the fire districts listed below a fire impact fee is required to be paid, and documentation of the payment is required before a permit can be issued.
 - a. Avalon Fire District (850.994.4445)
 - b. Holley/Navarre Fire District (850.939.5236)
 - c. Midway Fire District (850.934.4765)
5. A plot plan with dimensions will be required showing the location of the mobile home, in relation to the property lines, road and driveway location, and any other structures located on the parcel of land.
6. A scaled drawing of all pier block locations, foundation, or footer dimensions
7. A Soil Load Bearing Capacity at the installation site (compaction test)
8. One copy of the pertinent pages from the installation manual or the original installation manual
9. If the property is located within a designated flood prone area a “Wet Set” (permanent) foundation will be required and a certified elevation certificate will be required after the mobile home is situated on the property. For more information, please contact the floodplain manager at 850.981.7029.

Block and Tie Down Permit (Includes Zoning Fee)	\$100.00
Site Permit	\$85.00
Electrical Permit	\$64.00
Mechanical Permit	\$64.00
Gas Permit	\$64.00
Plumbing Permit	\$64.00
Driveway Permit (Must apply separately through Public Works)	No Fee

****Only Zone II and Zone III Mobile Homes are allowed in Santa Rosa County****

Mobile homes constructed after July 13, 1994, must be identified for zone II or zone III classification on the data plate, deed or title. The inspector will need to enter the mobile home to verify this classification.

Mobile homes must be blocked and tied down by a licensed mobile home installer; however, an owner of a mobile home may purchase the permit on behalf of the installer once the plan review has been approved.

Owners of the mobile home can purchase the block and tie permit, but a Licensed mobile home installer must perform the block and tie and their license information must be listed on the application.

To obtain the certificate of occupancy and get power released to the utility company:

- Final inspections must pass on all permits including:
 - Building - The final block and tie down
 - Electrical - Exterior and interior panels
 - Plumbing - Connections to water and sewer
 - Mechanical - HVAC unit installation
 - Driveway - Coordinate the driveway permit and inspection with Public Works (850.626.0191)
- Other documentation/paperwork required:
 - The final septic tank permit approval must be received by the Department of Health
 - Elevation certificate if property is within a designated flood zone

Each permit holder must request their own inspection.

Once all inspections are scheduled, the final inspection can be conducted in one visit.

Stairs, handrails and/or guardrails **MUST** be installed.

The address **MUST** be posted on the exterior of the home.

Property Information

Property Owner: _____

Job Address: _____

Parcel Number: _____

City: _____ Zip: _____

Owner Phone Number: _____

Owner E-mail: _____

Mailing Address for Property Owner: _____

City: _____ State: _____ Zip: _____

Include Plumbing Permit? Yes or No

Is this a corner lot? Yes or No

Name public water provider: _____

Job Information

Year of MBH construction: _____

Length: _____

Width: _____

Number of Bedrooms: _____

Number of Bathrooms: _____

- Mobile Homes are identified by a sticker from the Department of Housing and Urban Development (HUD).
- Recreational Vehicles (RV's) are not allowed in Santa Rosa County for permanent residence.
- Modular Homes are identified by a sticker from the Department of Business and Professional Regulation (DBPR). HUD Homes and DBPR Homes are distinctively different units.

Driveway

Is the road: County Paved County Dirt State Private City

Is the driveway: New Existing

What is the end of the driveway type: Culvert Swale Curb & Gutter Flat

Looking from the road toward your property, where is the driveway located?

Front Right Left Center Side Right Left Center Circle Drive

Disclosure

Florida Statutes 320.8249: (1) Any person who installs a mobile home shall obtain a mobile home installers license from the Bureau of Mobile Home and Recreational Vehicle Construction of the Department of Highway Safety and Motor Vehicles pursuant to this section. Said license shall be renewed annually, and each licensee shall pay a fee as set by statute.

Florida Administrative Code, Rule 15-C-2.0073: (1) Installers License required. No person may perform manufactured/mobile home installation unless licensed by the department pursuant to Section 320.8249, F.S., regardless of whether that person holds a local installer's license or any other local or state license.

Time limitation of application: An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the day of filing, unless such application has been pursued in good faith or a permit has been issued.; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extensions shall be requested in writing and justifiable cause demonstrated.

Contractor

Applicant: _____

Installer License #: _____

Company Name: _____

Email Address: _____

Phone #: _____

Signature of Qualifier: _____

By signing you acknowledge the Disclosure above.

1. Santa Rosa County Ordinance # 98-17, Land Development Code, Article 6.05.07 (N)

Skirting: Skirting is required around the base of all mobile homes between the ground and bottom of the structure. Skirting shall be installed after all required inspections are conducted. A two (2) week period will be allowed after the inspections for the installation of skirting and will be verified by code enforcement.

2. Santa Rosa County Ordinance # 98-17, Land Development Code, Article 2.06.01

Penalties: Any person, firm or corporation who violates, disobeys, omits, neglects or refuses to comply with or who resist the enforcement of any of the provisions of this ordinance shall be punishable as a misdemeanor and fined accordingly (upon conviction, be fined up to \$500.00 or imprisoned for not more than sixty (60) days, or both, and in addition shall pay all costs and expenses involved in the case). Each day a violation exists shall constitute a separate offense. Nothing herein contained shall prevent Santa Rosa County from taking such other lawful action as is necessary to prevent or remedy any violation, including, but not limited to, civil action for injunctive relief.

3. State of Florida Administrative Code 15C-1.01031

Installation Standards for HUD Manufactured Homes and Park Trailers in Exposure "D" Areas: All HUD manufactured homes and park trailers constructed after July 13, 1994, that are located in Exposure "D", Wind Zone II or Wind Zone III, shall have a data plate affixed in the home by the manufacturer as proof that the home meets the design standards. In flood prone areas the foundation shall comply with the requirements set forth in the manual, Manufactured Home Installation in Flood Hazard Areas, FEMA 85/September 1985, published by the Federal Emergency Management Agency (FEMA) and hereby incorporated by reference. All installations of mobile/manufactured homes shall be performed by either a licensed installer, dealer installer or manufacturer installer.

_____ Date

_____ Homeowner's Signature

Mobile/Manufactured Home Installation Information

Installation Manual

15C-1 (State Manual)

Manufacturer's Name: _____

Roof Zone _____ Number of Sections _____ Wind Zone _____

Year _____ Serial Number _____

Site Preparation

Debris and Organic Material Removal _____ 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 Mainrail Piers: Single Tiered Double Interlocked Page #: _____

Size of Piers _____ Placement On _____ Page #: _____

Perimeter Pier Blocking: Size _____ Placement On Center _____ Page #: _____

Ridge Beam Support Blocking: Size _____ Number _____ Location _____ Page #: _____

Ridge Beam Support Footer: Size _____ Number _____ Location _____ Page #: _____

Blocking

Centerline Size _____ Number _____ Location _____ Page #: _____

Special Pier Blocking Require: (Fireplace, Bay Window, Etc) Yes No Page #: _____

Mating of Multiple Units: Mating Gasket Yes No 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

Torque Probe Test Reading: _____ Or use 5' 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 _____ Degrees Page #: _____

Number of Sidewall Anchors _____ Zone II _____ Zone III _____ Page #: _____

Number of Centerline Anchors _____ Number of Stabilizer Devices _____ Page #: _____

Vents Required for Underpinning (1SF/150 SF of Floor Area) _____ Page #: _____

Number of Longitudinal Ties _____ System Type _____ Page #: _____

Santa Rosa County
Building Inspection Department

Soil Load Bearing Test

Street Name _____

? _____ X STREET SIDE X ? _____ X ? _____

- Test the perimeter of the home at six (6) locations.
- List the value beside each question (?) mark.
- Take the reading at the depth of the footer.
- Using 500lb increments, take the lowest reading and round down to that increment (Record this reading below)

PERIMETER

REAR OF TRAILER

? _____ X ? _____ X TEST LOCATIONS X ? _____

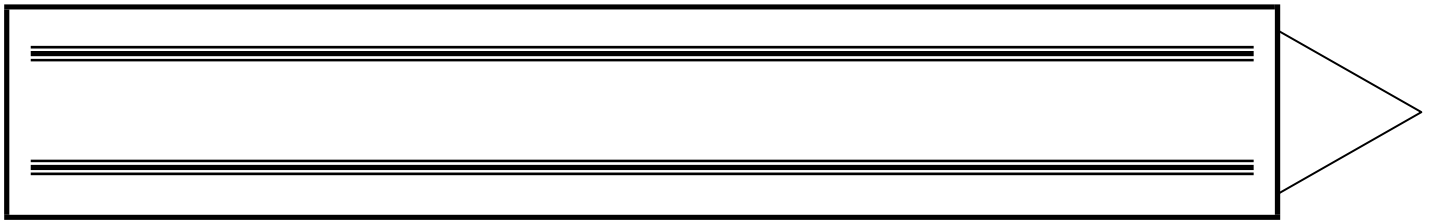
This Site Rounded Down to: _____ PSF

Building Permit No. _____ Date: _____
Applicant: _____ Phone _____
Property Address _____
Dealer/Installer Name _____
License Number _____ Installation Decal Number _____
Signature of Person Performing Test _____
Printed Name of Person Performing Test _____

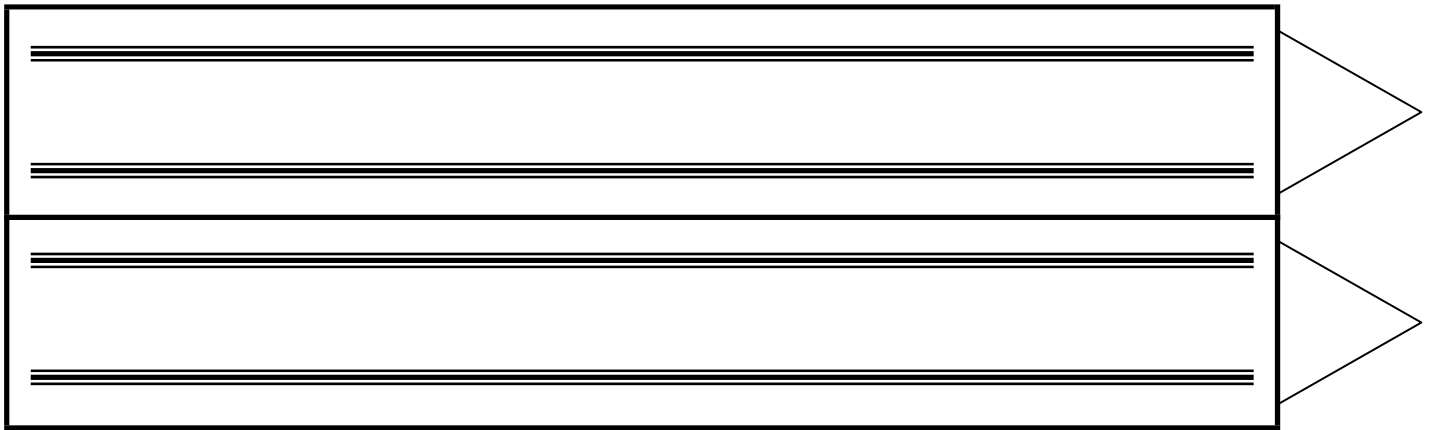
Mobile/Manufactured Home Pier and Anchor Plan

(Must be submitted with Manufacturer's Specifications for all new homes and those used homes where the manufacturer's specifications are to be used.)

Singlewide



Doublewide



Anchor



Pier



Show each pier and anchor location, with maximum spacing and distance from end walls, as required in the Manufacturer's Specifications. Any special pier footing required (over 16 X 16 inches) shall be noted separately with required dimensions per the manufacturer's specifications. To determine footing size and spacing, a maximum soil bearing capacity of 1,000 lbs/ sq. ft. shall be used. Pier footings to be poured-in-place must be inspected by the Building Department prior to pouring.