

# ITEMS REQUIRED FOR MOBILE HOME PERMIT

1. LETTER OF COMPLIANCE / FLOOD DATA: FROM COUNTY (BUILDING DEPT.), (~~\$50.00~~) CITY OF LAKE BUTLER, TOWN OF WORTHINGTON SPRINGS, OR TOWN OF RAIFORD.
2. SEPTIC TANK PERMIT OR LETTER FROM HEALTH DEPT. SEWER & WATER TAP-IN-RECEIPT IF IN CITY LIMITS OF LAKE BUTLER, (CITY HALL).
3. SURVEY **OR** PLOT PLAN FROM PROPERTY APPRAISERS OFFICE.
4. LEGAL DESCRIPTION OF PROPERTY .
5. SITE PLAN, SHOW DIMENSIONS FROM HOME TO PROPERTY LINES, INCLUDE OTHER STRUCTURES.
6. CULVERT PERMIT OR LETTER OF NON-PERMIT FROM COUNTY ROAD DEPT. OR D. O. T...
7. PROOF OF SPECIAL ASSESSMENT PAYMENT FROM TAX COLLECTORS OFFICE.
8. CURRENT RP STICKER OR REGISTRATION FROM TAX COLLECTORS OFFICE. (NOT REQUIRED IF PURCHASED FROM DEALER.)
9. 911 FEE. (BUILDING DEPARTMENT) (\$10.00)
10. COPY OF SALES CONTRACT / MOBILE HOME INFORMATION:
  - A. MAKE & YEAR
  - B. WHERE PURCHASED
  - C. IDENTIFICATION SERIAL NUMBER
  - D. DIMENSIONS
  - E. DOLLAR VALUE
  - F. FLOOR PLAN
11. NOTARIZED POWER OF ATTORNEY TO PULL PERMIT FROM LICENSED INSTALLER. (IF OWNER/AGENT PULLS PERMIT)
12. INSTALLER ADDIDAVIT AND INFORMATION WORK SHEETS. (MUST BE LICENSED BY STATE LAW)
13. BASE FLOOD ELEVATION IF IN FLOOD ZONE.

## IN ADDITION:

- \*MOBILE HOME MUST BE SKIRTED WITHIN 30 DAYS AFTER INSPECTION. DO NOT SKIRT BEFORE INSPECTION.
- \*MOBILE HOME MUST HAVE STEPS AND HANDRAILS THAT MEET CODE REQUIREMENTS BEFORE INSPECTION OR POWER RELEASE.
- \*SUBCONTRACTORS MUST PULL THEIR OWN PERMITS AND BE LICENSED TO WORK IN UNION COUNTY
- \*STATE LAW PROHIBITS HOMEOWNERS FROM INSTALLING / SETTING-UP MOBILE HOMES.

## MOBILE HOME PERMIT FEES ARE:

(\$165.00) FOR SINGLEWIDE

(\$183.00) FOR DOUBLEWIDE

(\$201.00) FOR TRIPLEWIDES

ADDITIONAL PERMITS (SUCH AS ELECTRICAL AND MECHANICAL) ARE \$71.00 EACH PLUS A \$4.00 SURCHARGE AND MUST BE PURCHASED AT THE SAME TIME AS THE MOBILE HOME PERMIT.

## SUBCONTRACTOR VERIFICATION

PERMIT NUMBER \_\_\_\_\_

Union County issues combination permits where one permit covers all trades doing work at one site. It is necessary that we have documentation of the subcontractors who actually did the trade specific work on the mobile home setup.

Before an inspection can be scheduled, this form shall be submitted to the office of the Building Department.

## Installer

SIGNATURE

LICENSE

Company Name

PLEASE PRINT

## Electric Contractor

SIGNATURE

LICENSE

Company Name

PLEASE PRINT

## Plumbing Contractor

SIGNATURE

LICENSE

Company Name

## HVAC Contractor

SIGNATURE

LICENSE

Company Name

PLEASE PRINT

LICENSE

# MOBILE HOME INSTALLER AFFIDAVIT

ANY PERSON WHO ENGAGES IN MOBILE HOME INSTALLATION SHALL BE LICENSED BY THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES IN ACCORDANCE WITH FLORIDA STATUTES, SECTION 320.8249 MOBILE HOME INSTALLERS LICENSE.

I \_\_\_\_\_ LICENSE# \_\_\_\_\_  
(PLEASE PRINT)

ADDRESS \_\_\_\_\_ PHONE# \_\_\_\_\_

DO HEREBY STATE THAT THE INSTALLATION OF THE MANUFACTURED HOME FOR

\_\_\_\_\_ WILL BE DONE UNDER MY SUPERVISION  
(HOME OWNER)

\_\_\_\_\_  
SIGNATURE

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

NOTARY PUBLIC \_\_\_\_\_ MY COMMISSION EXPIRES \_\_\_\_\_.

# LIMITED POWER OF ATTORNEY

I \_\_\_\_\_ Do Hereby authorize  
\_\_\_\_\_ to pull permits and act on my behalf in all aspects of applying for a Mobile  
Home Permit located in Union County FL for:

\_\_\_\_\_  
(HOME OWNER)

\_\_\_\_\_  
Installer Signature

\_\_\_\_\_  
Date

Sworn to And Subscribed before me on this \_\_\_\_\_ Day Of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

Commission No: \_\_\_\_\_

Personally Known: \_\_\_\_\_

Produced ID. (Type): \_\_\_\_\_

# Installation Worksheet

Manufacture Name: \_\_\_\_\_

Size \_\_\_\_\_ X \_\_\_\_\_ Number of Sections \_\_\_\_\_

Site Preparation:

Debris and Organic Material Removed \_\_\_\_\_ Compacted Fill \_\_\_\_\_

Water Drainage:

Natural \_\_\_\_\_ Swale \_\_\_\_\_ PAD \_\_\_\_\_ OTHER \_\_\_\_\_

Foundation:

Installation Standard Used: Manufacturer's Manual \_\_\_\_\_ FAC 15C \_\_\_\_\_

Tested load bearing soil capacity \_\_\_\_\_ or assumed 1000 PSF \_\_\_\_\_

Pad Size \_\_\_\_\_ Pier Spacing \_\_\_\_\_ Pier Size \_\_\_\_\_

Fasteners: Roof \_\_\_\_\_ Type and Size \_\_\_\_\_ Spacing \_\_\_\_\_

End walls \_\_\_\_\_ Type and Size \_\_\_\_\_ Spacing \_\_\_\_\_

Floors \_\_\_\_\_ Type and Size \_\_\_\_\_ Spacing \_\_\_\_\_

Frame Ties Spacing \_\_\_\_\_ Roof Ties Spacing \_\_\_\_\_

Number of Stabilizer Supports \_\_\_\_\_

Number of Centerline Anchors \_\_\_\_\_

Installation Decal Number \_\_\_\_\_



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

Lateral Arm

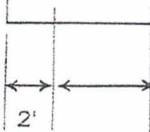
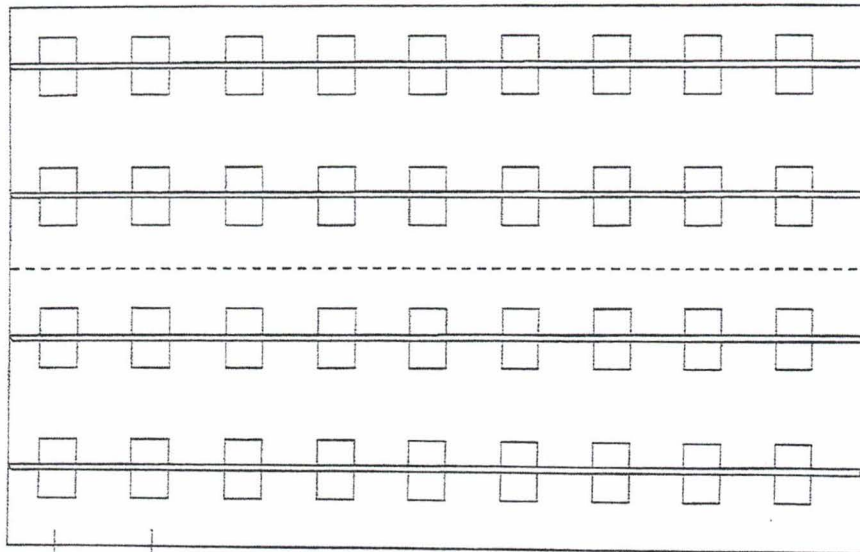


Longitudinal Stabilizing Devices

## Blocking Plan

*typical double wide blocking plan*

Length x width \_\_\_\_\_  
Manufacturer \_\_\_\_\_



\_\_\_\_\_ pier spacing

Marriage Wall  
the location of  
these piers will  
vary with each  
floor plan.

### 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 \_\_\_\_\_

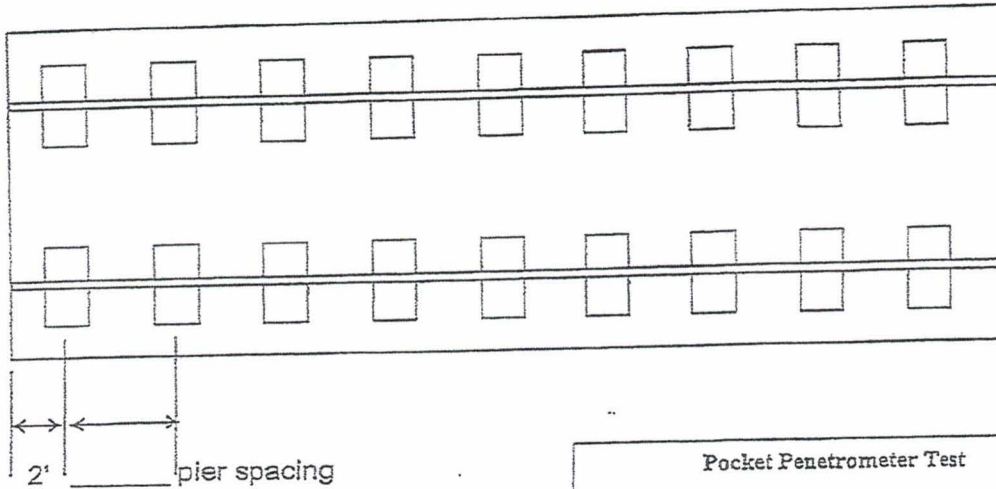
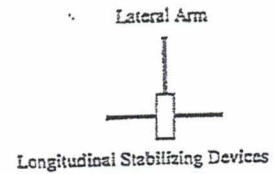
Marriage wall pier pad sizes – outline pad locations on the centerline and show sizes below

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

## Blocking Plan

*typical single wide blocking plan*

Manufacturer \_\_\_\_\_  
Length x width \_\_\_\_\_



Pocket Penetrometer test results \_\_\_\_\_

Soil torque probe test results \_\_\_\_\_

Anchor Length \_\_\_\_\_

I-beam pier pad size \_\_\_\_\_

Perimeter pier pad size \_\_\_\_\_

### 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.

Other information

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