



## Mobile Home Permit Application

1. Survey **or plot plan from Property Appraiser's office** and Legal description of property
2. Obtain 911 address
3. Proof of special assessment payment from Tax Collector's office
4. Culvert permit or letter of non-permit from Building Department or Florida DOT
5. Letter of Compliance/Flood Data:
  - If in the unincorporated area, from Union County Building Dept. (Fee of \$60.00)
  - If in municipality: from Town of Raiford, City of Lake Butler or Town of Worthington Springs
2. If in Flood Zone: base flood elevation and Flood Elevation Certification, with first floor elevation
3. Septic tank permit/letter from Health Dept. OR sewer & water tap-in receipt from City of Lake Butler
4. If the property was created by a lot split, a new tax parcel number must be obtained from the Union County Property Appraiser's office.
5. If the property is a recent purchase, you will need to bring a copy of the recorded deed.
6. If you are not the property owner, but own and will occupy the manufactured home, you will need a notarized letter from the owner giving you permission to set the home on the property.
7. Site plan, show dimensions from home to property lines, include other structures
8. Current RP sticker or registration from Tax Collector's office (Not required if purchased from dealer)
9. Copy of sales contract / mobile home information:
  - Make & year
  - Dimensions
  - Where purchased
  - Dollar value
  - Identification serial number
  - Floor plan
10. Notarized Power of Attorney to pull permit from licensed installer (If owner/agent pulls permit)
11. Installer Affidavit and Information work sheets. (Must be licensed by state law)

**In addition:**

- Mobile home must be skirted within 30 days after inspection. Do not skirt before inspection.
- Mobile home must have steps and handrails at all door ways that meet code requirements before inspection or power release.
- Subcontractors must be licensed to work in Union County
- State law prohibits homeowners from installing / setting-up mobile homes.
- The inspector will need to access the interior of the home to inspect the inside electrical panel, please
- The building department will notify company to connect service when the inspection is approved
- 911 address posted at the road and house numbers on home if more than 50 feet from road; number to be 3" minimum height

# 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:**

\_\_\_\_\_  
Name State License Number

\_\_\_\_\_  
Business Name Phone Number

**HVAC Contractor:**

\_\_\_\_\_  
Name State License Number

\_\_\_\_\_  
Business Name Phone Number

**Plumbing Contractor:**

\_\_\_\_\_  
Name State License Number

\_\_\_\_\_  
Business Name Phone Number

**Electrical Contractor:**

\_\_\_\_\_  
Name State License Number

\_\_\_\_\_  
Business Name Phone Number

\_\_\_\_\_  
Owner or Contractor Name Signature Date

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who produced \_\_\_\_\_ identification OR is personally known to me.

(Seal)

\_\_\_\_\_  
Notary Public

# 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 installer's license.

I \_\_\_\_\_ (*Installer*) do hereby state that the installation of the  
manufactured home for \_\_\_\_\_ (*Home Owner*) will be done under my supervision, and that  
I am licensed to install mobile homes in the State of Florida.

License # \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

State of Florida

County of \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_, who is

\_\_\_\_\_ personally known

to me or produced identification \_\_\_\_\_.

(Seal)

\_\_\_\_\_  
Notary Public

# 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, Florida for:

\_\_\_\_\_ (Homeowner)

\_\_\_\_\_  
Signature

State of Florida

County of \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_, who is personally

known to me or produced identification \_\_\_\_\_.

(Seal)

\_\_\_\_\_  
Notary Public

# Installation Worksheet

Manufacturer: \_\_\_\_\_

Size: \_\_\_\_\_ X \_\_\_\_\_

Number of Sections \_\_\_\_\_

## Site Preparation:

\_\_\_\_\_ Debris and Organic Material Removed

\_\_\_\_\_ Compacted Fill

Water Drainage:

\_\_\_\_\_ Natural

\_\_\_\_\_ Pad

\_\_\_\_\_ Swale

\_\_\_\_\_ 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 \_\_\_\_\_

Frames Ties Spacing \_\_\_\_\_

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

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

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

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

# Double-Wide Blocking Plan

Typical double wide blocking plan

Manufacturer \_\_\_\_\_

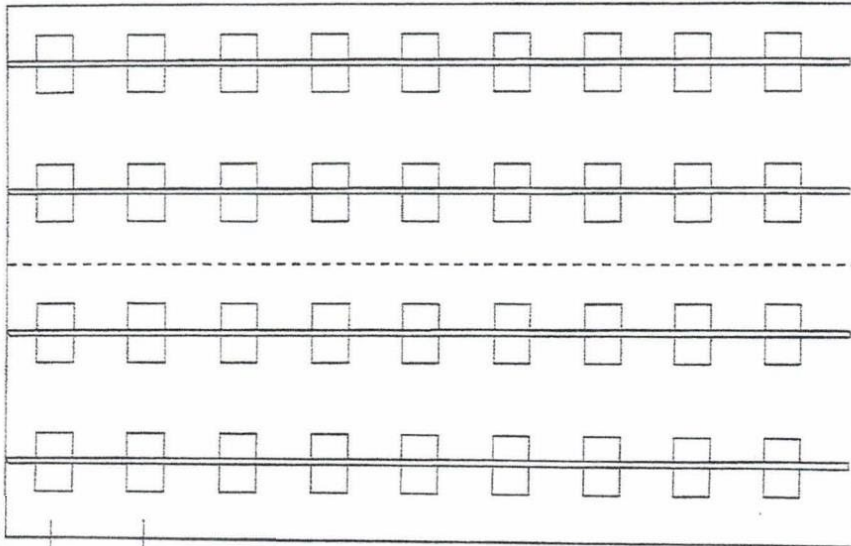
Length x Width \_\_\_\_\_

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

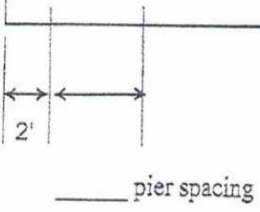
Lateral Arm



Longitudinal Stabilizing Devices



← 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 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.

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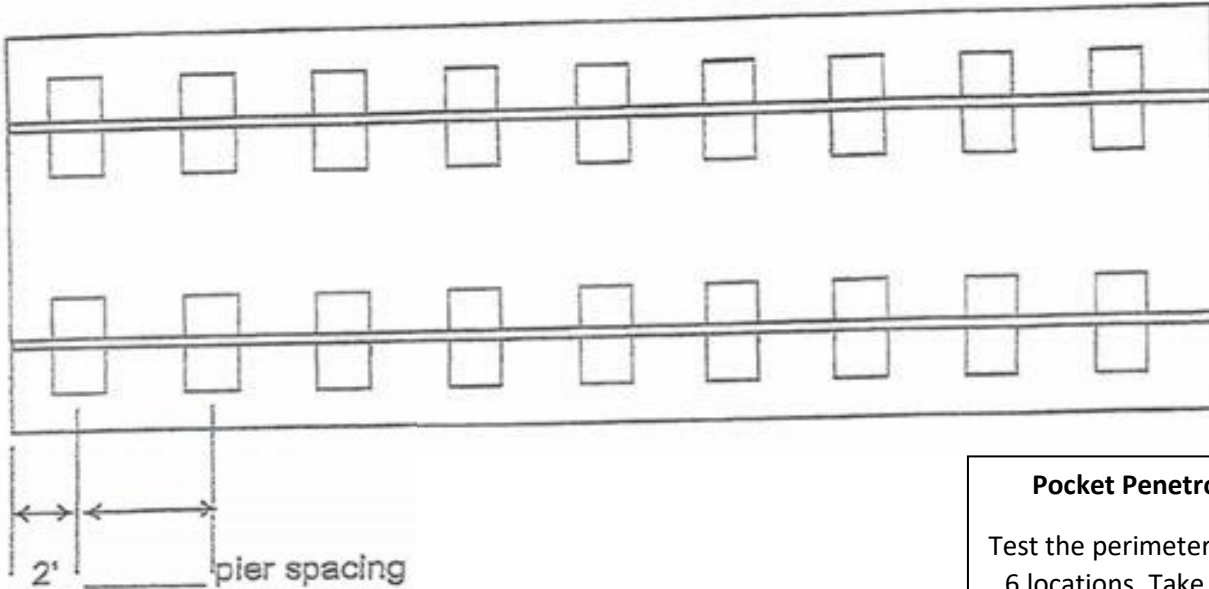
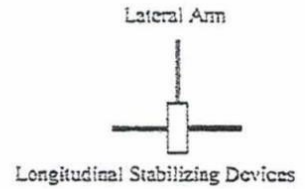
# Blocking Plan

Typical single wide blocking plan

Manufacturer \_\_\_\_\_

Length x Width \_\_\_\_\_

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



**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 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.

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