



## Permit Guide for Manufactured/Mobile Homes

Department of Growth Management

October 2020

Manufactured/Mobile homes are not subject to construction regulations specified in the Florida Building Code as are site-built homes. Since these homes are “pre-built” at an assembly plant and then transported from state to state, they are subject to federal construction regulations found in the Federal Mobile Home Construction and Safety Standards (46 USC et. seq.). The installation of manufactured/mobile homes is regulated by the Florida Division of Motor Vehicles under Chapter 15C-1, Florida Administrative Code. These regulations govern such items as site preparation, foundations, anchors, tie-downs, etc. The installation of a manufactured/mobile home on a lot or site requires a building permit. Building permits can be purchased by licensed mobile home installers or the owner of the mobile home. If a homeowner wishes to obtain the permit, they must hire a licensed mobile home installer to do the work. They will need to know the installer’s company name and their state license number. A permit must be obtained prior to placing a manufactured/mobile home on a lot or site. Additional permits are required for the electrical, plumbing, gas and HVAC (air conditioning) connections.

### Submittal Requirements Checklist:

1. \_\_\_\_\_ Mobile Home Permit Application. The application must be fully completed, signed, and notarized.
2. \_\_\_\_\_ Proof of property ownership. This can be a recorded deed, closing statement, or Property Appraiser property tax information.
3. \_\_\_\_\_ Proof of water and sewer. This can be obtained from the water/sewer service provider for the area where the home will be located. Proof can be in the form of tap fee receipts. For homes on septic tanks, a copy of the approved septic tank permit issued by the Okaloosa County Health Department is required.
4. \_\_\_\_\_ Two sets of foundation and tie-down plans. These must be completed by a licensed mobile home installer.
5. \_\_\_\_\_ Three Copies of a Certified Survey or Site Plan no larger than 11”x17” showing the proposed setbacks from property lines, other structures, flood zone information and proposed finished floor elevation in relation to the crown of the road.
6. \_\_\_\_\_ Fire Impact Receipt. A receipt showing that the fire impact fee has been paid. *This is required only for newly placed mobile/manufactured homes. (Not applicable for mobile/manufactured homes being placed in existing mobile home parks.)*
7. \_\_\_\_\_ Special flood hazard zones. Manufactured/mobile homes to be located in special flood hazard zones (A or V zones) are subject to elevation requirements and other associated flood damage prevention regulations. Flood zone information is available at our offices or online at [www.co.okaloosa.fl.us](http://www.co.okaloosa.fl.us) (Click on OCGIS WebGIS>Accept>Enter Parcel ID, Owner Name, or Property Address>click Search>click Layers tab>click Accept>click Local Planning>click FEMA FIRM Zones>Refresh Map.)

For further information, please contact one of our offices:  
1250 Eglin Parkway N., Ste. 301  
850-651-7180

812 E James Lee Blvd (US 90 E)  
Crestview, FL 32539  
850-689-5080



# Mobile Home Permit Application

Department of Growth Management

Oct 2020

**BUILDING PERMIT #:** \_\_\_\_\_

**CUSTOMER #:** \_\_\_\_\_

Mobile Home Owner's Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Mobile Home Owner's Address \_\_\_\_\_ Fax #: \_\_\_\_\_

Mobile Home Owner's E-mail Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Installer/Dealer's Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Installer/Dealer's E-mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

Installer/Dealer's FL Dept. of Highway Safety & Motor Vehicles License No: \_\_\_\_\_

Installer/Dealer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## **SITE LOCATION INFORMATION**

Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision/PUD: \_\_\_\_\_

Mobile home Park Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

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### **(Plans Examiner use only)**

Plans Accepted \_\_\_\_\_ or Rejected: \_\_\_\_\_  
(1<sup>st</sup>) (2<sup>nd</sup>) (3<sup>rd</sup>)

Occupancy Type/Use Classification: \_\_\_\_\_ Group: \_\_\_\_\_

Project is  / is not  located in the Wind Borne Debris Region.

**ZONING INFORMATION**

Zoning District: \_\_\_\_\_ Future Land Use: \_\_\_\_\_

Has the lot/parcel been split? Yes:  No:  If yes, when? \_\_\_\_\_

Variance: Yes:  No:  If yes, when? \_\_\_\_\_ Special Exception: Yes:  No:  If yes, when? \_\_\_\_\_

Parcel vacant? Yes:  No:  Easements on the property? Yes:  No:

Parcel located on Tidal Water? Yes:  No:  Parcel located on Non-Tidal Water? Yes:  No:

**Flood Zone:** \_\_\_\_\_  
Flood Zone Designation

**NOTES:**

- A) **All hazardous flood zones require an Elevation Certificate before a permit can be issued.** (Construction in the V-Zone areas will require Elevation Certificates and Anchoring Certificates). Residential finished floor elevations should be constructed 12" above the actual crown of the road abutting the subject property if located in non-hazardous flood zones.
- B) A certified survey or plot plan drawn to scale is attached hereto showing existing structures, new structures setbacks, easements etc.
- C) An "AS LOCATED" survey showing the location of the mobile home must be submitted for individual lots prior to power being called to the utility company. The survey shall be prepared by a State of Florida Registered Land Surveyor and certified by his seal. This is not required if the mobile home is in a Mobile home Park.

**AFFIDAVIT**

Application is hereby made to obtain a permit to do the work and installation as indicated. I certify that no work, installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for Electrical, Plumbing, Mechanical and Gas work, Signs, Pools, Furnaces, Boilers, Heaters, Tanks, Air Conditioners etc.

I \_\_\_\_\_ certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
Owner/Agent/Contractor  
(circle the one that applies)

**NOTARY INFORMATION:**

**STATE:** \_\_\_\_\_ **COUNTY:** \_\_\_\_\_

The above license holder/owner, \_\_\_\_\_, appeared before me by means of  
(Name)

physical presence or  online notarization and is known by me or has produced identification

\_\_\_\_\_, On this \_\_\_\_\_.  
(Type of identification) (Date)

\_\_\_\_\_  
Notary's Signature My Commission Expires \_\_\_\_\_

# PERMIT WORKSHEET

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

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

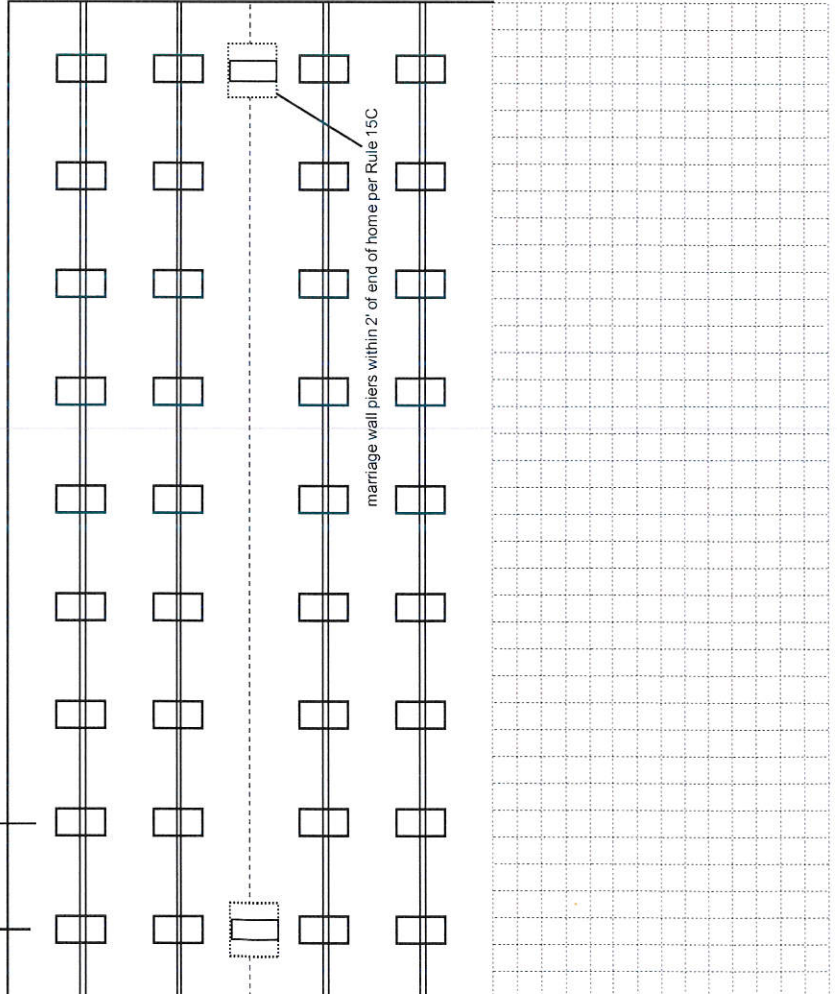
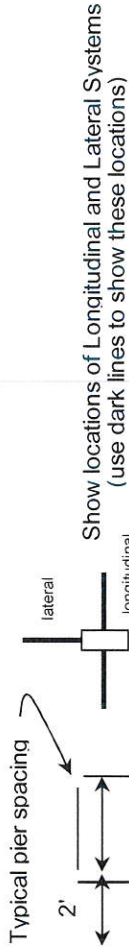
Address of home being installed \_\_\_\_\_

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

I 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     Year Model \_\_\_\_\_  
 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 Decal # \_\_\_\_\_  
 Triple/Quad  Serial # \_\_\_\_\_

## PIER SPACING TABLE FOR USED HOMES

Load bearing capacity	Footer size (sq in)	16" x 16" (256)	18 1/2" x 18 1/2" (342)	20" x 20" (400)	22" x 22" (484)*	24" X 24" (576)*	26" x 26" (676)
1000 psf	3'	4'	5'	6'	7'	8'	8'
1500 psf	4'6"	6'	7'	8'	8'	8'	8'
2000 psf	6'	8'	8'	8'	8'	8'	8'
2500 psf	7'6"	8'	8'	8'	8'	8'	8'
3000 psf	8'	8'	8'	8'	8'	8'	8'
3500 psf	8'	8'	8'	8'	8'	8'	8'

\* interpolated from Rule 15C-1 pier spacing table.

## PIER 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 1/2 x 22 1/2	432
17 3/16 x 25 3/16	441
24 x 24	576
26 x 26	676

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.

## ANCHORS

Opening \_\_\_\_\_ Pier pad size \_\_\_\_\_

## FRAME TIES

4 ft \_\_\_\_\_ 5 ft \_\_\_\_\_

## OTHER TIES

Sidewall \_\_\_\_\_ Number \_\_\_\_\_  
 Longitudinal \_\_\_\_\_  
 Marriage wall \_\_\_\_\_  
 Shearwall \_\_\_\_\_

## TIEDOWN COMPONENTS

**Longitudinal Stabilizing Device (LSD)**  
 Manufacturer \_\_\_\_\_  
**Longitudinal Stabilizing Device w/ Lateral Arms**  
 Manufacturer \_\_\_\_\_

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

**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 I will follow both the home's installation manual and the lateral arm 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 \_\_\_\_\_

**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: Pad \_\_\_\_\_ Swale \_\_\_\_\_ 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 Pg. \_\_\_\_\_

Installed:  
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 \_\_\_\_\_