

LAFAYETTE COUNTY BUILDING DEPARTMENT

120 WEST STREET

PO BOX 28

MAYO, FLORIDA 32066

PHONE 386-294-3611 FAX 386-294-4225

MOBILE HOME PERMIT APPLICATION

APPLICANT NAME: _____ PHONE _____

APPLICANT ADDRESS: _____ TOWN: _____

PROPERTY OWNER: _____

PROPERTY "911" ADDRESS _____ TOWN _____

Parcel ID# _____

Directions to site:

Type	Name Co.	License #	Phone #
M.H. SET-UP			
ELECTRICIAN			
HVAC			

EXISTING SEPTIC TANK: _____ YES _____ NO _____ POWER CO. SVEC _____ PROGRESS ENERGY _____

MOBILE HOME YEAR/MAKE: _____ SIZE _____ X _____

I certify that the foregoing information is accurate to the best of my knowledge. I understand that separate permits must be obtained for Electric, air conditioning and any other type work that is not a part of the Mobile Home installation. I understand that according to Florida Statue 320.8249 a License from the Department of Motor Vehicles is required to receive a permit. I certify that no work or 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 and zoning in Lafayette County/Town of Mayo. I understand that no permits will be issued to unlicensed contractors.

Signature: _____
Owner Mobile Home/Designated agent

Date: _____

Signature: _____
Notary/Building Department staff

Date: _____

USED MANUFACTURED MOBILE HOMES

DEPARTMENT OF MOTOR VEHICLES TECHNICAL ADVISORY #MH04-02

Any manufactured mobile home permitted in the state of Florida must be a wind zone II or III.

Mobile homes moved in Lafayette County must meet the minimum standards for base equipment and facilities as described in the Lafayette County Land Development Regulations revised on May 2000.

Section 9.19.1 Sanitary facilities required in working order. Kitchen sink, lavatory, tub or shower and a water closet all in good working conditions. Free from defects, leaks and obstructions.

Section 9.19.3 Every dwelling unit shall have connected to the kitchen sink, lavatory and tub or shower an adequate supply of both cold & hot water.

Section 9.19.5 Every dwelling unit shall have heating facilities which are properly installed are maintained in safe and good working conditions, and are capable of safely and adequately heating all habitable rooms and bathroom in every dwelling room at least 70 degrees Fahrenheit.

Section 9.19.9 Every dwelling unit shall be provided with an approved listed smoke detector, installed in accordance with the manufacturers recommendations and listings.

Section 9.20.1 Every habitable room shall have at least one window or skylight facing directly to the outdoors.

Section 9.20.3 Every bathroom shall comply with the light and ventilation requirements for habitable rooms.

Section 9.20.4 Every outlet and fixture shall be properly installed, shall be maintained in good and safe working conditions, and shall be connected to the source of electric power in safe manner.

Section 9.22 Exterior: walls shall be kept n repair
Roofs: have no defects which might admit rain or cause dampness in walls or interior portion of the building.
Windows: easily opened and in good repair
Exterior doors: fit good seal against rain and wind leakage with locks
Interior doors: sound good condition and good repair – rodent proofed

I, as owner/agent in permitting this mobile home do attest that the mobile home being permitted does meet the above standards and agree that if the mobile home fails to meet the above standards the power will not be released until the above conditions are met and reinspection fees may apply.

Signed _____ Date _____

Phone: _____ Permit # _____

LAFAYETTE COUNTY BUILDING & ZONING DEPARTMENT
P.O. BOX 28
MAYO, FLORIDA, 32066
PHONE: 386-294-3611
FAX: 386-294-4225

MOBILE HOME INSTALLER AFFIDAVIT

Florida Statute 320.8249 (11):

“The regulation of manufactured home installers or mobile home installers is preempted to the state, and no person may perform mobile home installation unless licensed pursuant to this section, regardless of whether that person holds a local license.”

I, _____ license # _____
do hereby state that the installation of the manufactured home for _____
_____ will be done under my supervision.

Signature of Licensed Installer

STATE OF FLORIDA
COUNTY OF LAFAYETTE

Sworn to and subscribed before me this _____ day of _____, _____,

By _____

Personally known _____ OR Produced ID _____

Signature of Notary Public- State of Florida

Seal:

PERMIT WORKSHEET

PERMIT NUMBER _____

Installer _____ License # _____

Address of home being installed _____

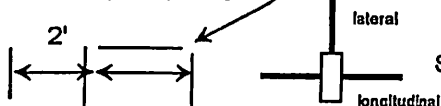
Manufacturer _____ Length x width _____

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*

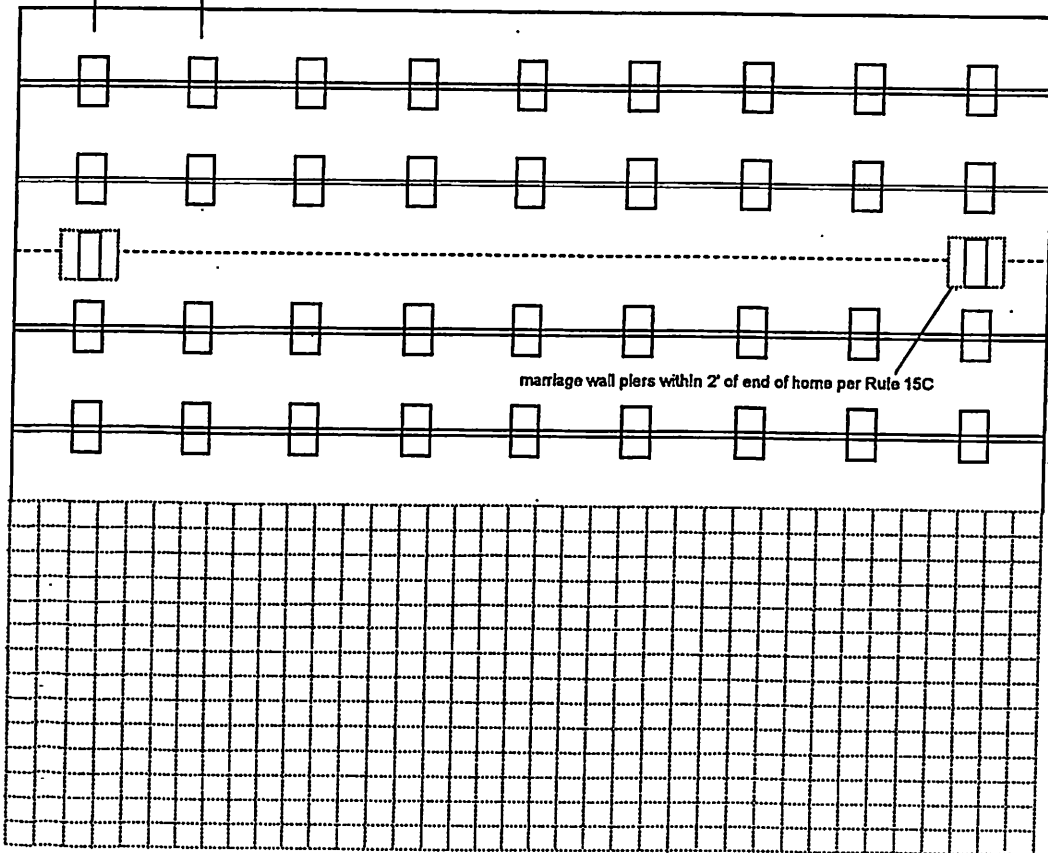
I understand Lateral Arm Systems cannot be used on any home (new or used) where the sidewall ties exceed 5 ft 4 in.

Installer's initials _____

Typical pier spacing



Show locations of Longitudinal and Lateral Systems (use dark lines to show these locations)



- New Home Used Home
- 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'	
1500 psf	4' 6"	6'	7'	8'	8'	8'	
2000 psf	6'	8'	8'	8'	8'	8'	
2500 psf	7' 6"	8'	8'	8'	8'	8'	
3000 psf	8'	8'	8'	8'	8'	8'	
3500 psf	8'	8'	8'	8'	8'	8'	

* Interpolated from Rule 15C-1 pier spacing table.

PIER PAD SIZES

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.

Opening	Pier pad size

TIEDOWN COMPONENTS

Longitudinal Stabilizing Device (LSD)
 Manufacturer _____

Longitudinal Stabilizing Device w/ Lateral Arms
 Manufacturer _____

POPULAR 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 3/16 x 25 3/16	441
17 1/2 x 25 1/2	446
24 x 24	576
26 x 26	676

ANCHORS

4 ft _____ 5 ft _____

FRAME TIES

within 2' of end of home spaced at 5' 4" oc _____

OTHER TIES

	Number
Slidewall	_____
Longitudinal	_____
Marriage wall	_____
Shearwall	_____

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 4 ft. anchors are allowed at the sidewall locations. I understand 5 ft anchors are required at all centerline tie points where the torque test reading is 275 or less and where the mobile home manufacturer may requires 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: Natural _____ Swale _____ Pad _____ 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 _____

MANUFACTURED HOME CHECKLIST OWNERS-CONTRACTORS

- ATTACH COPY OF PERMIT TO WINDOW OF HOME
- MOBILE HOME MUST BE UNLOCKED WITH 911 ADDRESS POSTED
- ONE (1) SET OF STEPS TO ANY DOOR (must have plat form three by three feet) FOUR OR MORE STEPS REQUIRE HAND RAILS (platform above 30" requires balusters) PLATFORM AND STEPS MUST MEET FLORIDA BUILDING CODE
- WELL INSTALLED AND HOOKED UP (if over fifty feet must have disconnect at pump)
- SEPTIC TANK INSTALLED, COVERED & INSPECTED BY HEALTH DEPT
- POWER POLE INSTALLED & ALL ELECTRICAL HOOKED UP
DOUBLE GROUND RODS REQUIRED-SIX FEET APART MINIMUM (grounding wire continuous).
- "ALL" DITCHES OPEN FOR INSPECTION
- NEUTRAL & GROUND CONNECTED PROPERLY INSIDE MOBILE HOME
ELECTRICAL PANEL
PANEL (4-WIRE SUB FEED) GROUND IDENTIFIED (GREEN TAPE)
NEUTRAL IDENTIFIED (WHITE TAPE)
- FOUR INCH SEWER LINE SEALED AT SEPTIC TANK & LEFT
UNCOVERED (may run three inch line to septic tank)
CLEAN-OUT BETWEEN MOBILE HOME & SEPTIC TANK (within 36" mobile home)
- HOSE SPIGOT, BACK FLOW PREVENTION, & SHUT OFF VALVE AT HOME SITE
- HOME BLOCKED & ANCHORED BY APPROVED METHOD
- IF IN FLOOD PRONE AREA-YOU MUST FURNISH THE BUILDING DEPARTMENT WITH A WRITTEN CERTIFICATION OF THE "FINISHED FLOOR ELEVATION" BY A FLORIDA REGISTERED SURVEYOR/ENGINEER (electrical and mechanical must be above base flood elevation)

THE ABOVE IS A CHECK LIST OF ITEMS THAT NEED TO BE OBSERVED BY THE OWNER/CONTRACTOR PRIOR TO CALLING FOR A FINAL INSPECTION. FAILURE ON ANY OF THE ABOVE ITEMS MAY REQUIRE A \$40.00 REINSPECTION FEE & MAY CAUSE UNNESSARY DELAY IN YOUR RELEASE FOR POWER.

ELECTRICAL POWER OR CERTIFICATE OF OCCUPANCY CAN NOT ISSUED UNTIL THE HEALTH DEPARTMENT HAS FINALIZED SEPTIC SYSTEM INSTALLATION

MOBILE HOME PERMITS FEES: SINGLE WIDE \$150.00
DOUBLE WIDE \$300.00
TRIPLE WIE \$450.00
IMPACT FEE \$300.00
ELECTRICAL \$75.00
HVAC \$75.00 (HVAC,Electric plus State fee, 3% or \$4.00)

LAFAYETTE COUNTY BUILDING DEPARTMENT

Manufactured Home Field Inspection

Site

- 911 address posted at the road and house numbers on home if more than 50 feet from road, numbers to be 4" minimum height
- Permit package on site
- Home located on lot as shown on site plan, property lines marked
- Steps constructed to code at each door to home
- Well and septic tank located as shown on site plan
- The installer's green sticker from the State of Florida will be dated and placed near a corner of the home

Electric

- Power pole, mast head, and panel mounted stable, correct wire size for service
- Two ground rods driven a minimum 6' apart and clamped to grounding electrode conductor
- Dead fronts in place, (no openings in panel)
- Four wire from first means of disconnect, correctly landed on inside panel, neutrals and grounds separated, equipment ground must be insulated
- Proper burial depth of service to inside panel 18" if in conduit, 24" if direct burial cable
- Service conduit secured to frame under home (cannot be run on ground)
- Over current protection installed per manufacturer's specification
- Disconnects provided at well and HVAC units if not within sight of and closer than 50' to service panel
- If home is a doublewide; bonding jumper from frame required at end wall, crossover connections will be made up, secured, and covered in factory junction box

Plumbing

- All sanitary piping extending through floor is connected
- Septic tank connection is to be complete and exposed for Health Department inspection
- All fittings oriented correctly and proper slope maintained (1/8" to 1/4" per foot)
- Water lines above ground are to be insulated

- Hose spigot, back flow prevention and shut off valve at home site
- Pressure relief device at well and well control box securely supported

Set Up

- The inspector will use the information provided by the installer in the permit package to inspect the set up of the home
- If home is new it will have blocking sized and placed as shown on the manufacturer's floor plan, manufacturer's installation instructions are to be on site
- Straps will be crimped to all strapping supplied with the home or shown on floor plan
- Straps will be tight with at least three wraps around the split bolts in the auger head
- Stabilizer systems will be located as indicated on the set up documents
- Ground augers shall be galvanized and either 4' or 5' as indicated on the set of up documents
- Augers shall be driven flush with the ground
- If has been previously set, (used) it will be installed according to State of Florida mobile/manufactured home installations standards – 15C. A detailed booklet on 15C can be obtained from the State of Florida www.hsmv.state.fl.us (850) 617- 3004. The mobile home installer will have indicated on the documents hoe the installation is in compliance with 15C.

General Notes

- The inspector will need to access the interior of the home to inspect the inside electrical panel, please remove all panel covers if power is off
- The building department will notify the utility company to connect service when the inspection is approved
- After final inspection is completed the crawlspace must be enclosed (skirted) axels and toeing tongue are to be removed

Minimum Requirements for Steps on Mobile Homes

- Stairs are_ to be provided at all doorways
- Stairs shall landings at least the width of the opening and 36" deep
- Guard rails will be a minimum 36" on all landings over 30" above grade
- Balusters shall be spaced less than 4" apart

- Hand rails will be between 34 "and 38" in height measured from the leading edge of the treads. Hand rails will be graspable, no more than 2" diameter, and standoff at least 1-1/2" from their support. Hand rails shall extend one tread depth past the bottom step. They shall return back to a post or terminate in a newel post.
- Minimum tread width is 36".
- Minimum tread depth shall be 10" maximum riser heights is 7-3/4"
- Vertical openings between treads shall be less than 4"

If home is located in flood zone, certification of finished floor elevation (electric & mechanical must be above BFE) by a Florida Registered Surveyor or Engineer must be submitted to the Building Department.

The above is a list of items that need to be observed by the owner/contractor prior to calling for a final inspection. Failure on any of the above items may require a \$40.00 re-inspection fee and may cause unnecessary delay in your release of power and certificate of occupancy.

**LAFAYETTE COUNTY BUILDING DEPARTMENT
120 WEST MAIN STREET
MAYO, FLORIDA 32066**

CONDUCTOR SIZES AND TYPES
120/240-VOLT, 3-WIRE, SINGLE PHASE DWELLING SERVICES AND FEEDERS.

COPPER	ALUMINUM OR COPPER-CLAD AL	SERVICE OR FEEDER RATING (AMPS)
4	2	100
2	1/0	125
1	2/0	150
2/0	4/0	200
4/0	300	250
250	350	300
400	600	400

Conductor types RHH, RHW, RHW-2, THHN, THHW, THW, THW-2, THWN, THWN-2, XHHW, XHHW-2, SE, USE, AND USE-2.

MOBILE HOMES

Suwannee Valley Electric

1. Eighteen (18) ft. pole is required
2. Power pole - three (3) feet minimum from Mobile Home-maximum thirty (30) feet without installing second disconnect at Mobile Home
3. Wiring under Mobile Home must be in conduit & either buried or strapped to bottom of Mobile Home (I-beam clamps approved)
4. Double grounding rods required a minimum of six (6) feet apart and connected together
5. Agriculture poles:
 - Twenty-five (25) feet in length – five (5) feet buried
 - Sixty (60) amp pole by owner - single phase

Progress Energy

1. Twenty (20) ft. pole required
2. Other requirements same as Suwannee Valley

Grounding:

1. Ground rods must be approved
2. Ground clamps must be approved for direct burial
3. Splicing of conduct not allowed (unless permanent connectors used)
4. Top of ground rod must be at least six (6) inches below surface (uncovered)
5. Wire used for inner connection shall be buried six (6) inches (uncovered)

LAFAYETTE COUNTY BUILDING DEPARTMENT

386-294-3611 FAX 386-294-4225

STEPS TO PERMIT A MOBILE HOME

Town of Mayo

1. Provide proof of ownership of proposed site for mobile home
 - Lafayette property appraiser's web site or
 - Copy of deed
2. Submit site plan and Receive approval
 - Building/zoning department (Ph.386-294-3611)
 - Show location mobile home (with dimensions) on parcel
 - Zoning approval after review (Building Department)
 - Apply for "911" address (120 West main St)(386-294-4178) if not existing
3. Obtain Sewer/water approval
 - Town of Mayo (386-294-1551)
 - Proof deposits for water/sewer connections paid (Town of Mayo)
 - If sewer not available – letter from Town Hall explaining why not allowed
 - No sewer – septic system approval from Health Department (386-294-1321)
4. Application
 - Submit completed Mobile Home application to Building Department (120 West main St)
 - Fees:
 - Single wide \$150.00
 - Double wide \$300.00
 - Electrical and Air conditioning \$75.00 each (total \$150.00) per application
 - Permit fees subject to State surcharge

Lafayette County (outside ESA-2 flood zone)

1. Provide proof of ownership of proposed site for mobile home
 - Lafayette property appraiser's web site or
 - Copy of deed
2. Submit site plan and Receive approval
 - Building/zoning Department (120 West main St)(386-294-3611)
 - Show location mobile home (with dimensions) on parcel
 - Zoning approval (\$25.00 fee) after review (Building Department)
 - Apply for "911" address (120 West main St)(386-294-4178) if not existing
3. Submit zoning compliance to Health department
 - 140 SW Virginia Circle (Highway 27 West) (Ph 386-294-1321)
 - Complete Health Department package and return to Health Department
 - Fee new septic system \$525.00
4. Mobile home application
 - Submit completed mobile home package to Building Department (120 west main St)
 - Application complete and Health Department permit issued
 - Permit issued to locate mobile home on parcel

- Fees:
 - Single wide \$150.00
 - Double wide \$300.00
 - Electrical and Air conditioning \$75.00 each (total \$150.00) per application
 - Impact fee \$300.00 (If applicable)
 - Permit fees subject to state surcharges

Lafayette County – Parcel in “AE” Flood zone (zoned ESA-2)

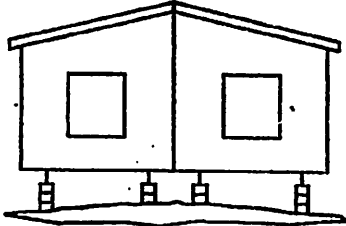
1. Provide proof of ownership of proposed site for mobile home
 - ❖ Lafayette property appraiser’s web site or
 - ❖ Copy of deed
2. Submit site plan and Receive approval
 - ❖ Building/zoning Department (120 West main St)(386-294-3611)
 - ❖ Current survey of parcel with established elevation for finished floor (one foot above base flood elevation)
 - ❖ Show location of mobile home (with dimensions) on parcel (setbacks, 20’ sides, 50’ front/rear and 75’ river bank)
 - ❖ Zoning approval (fee \$25.00) after review (Building Department)
 - ❖ If located inside of REGULATORY FLOODWAY, requires Suwannee River Water Management Permit (386-362-1001)
 - ❖ Inside regulatory floodway requires engineered plans for elevation
 - ❖ Apply for “911” address (120 West main St) If not existing
3. Submit zoning compliance to Health department
 - ❖ 140 SW Virginia Circle (Highway 27 west) (Ph 386-294-1321)
 - ❖ Complete Health Department package and return to Health Department
 - ❖ Fee new septic system \$525.00
4. Mobile home application
 - ❖ Submit completed permit package mobile home to Building Department (120 west main street) and
 - ❖ Engineered plans for elevation and
 - ❖ Works of the District (SRWM) permit approved and
 - ❖ Health Department septic system approved
 - ❖ Upon review, permit Issued.
 - ❖ Fees:
 - Single wide \$150.00
 - Double wide \$300.00
 - Electrical and Air conditioning \$75.00 each (total \$150.00) per application
 - Elevation \$80.00
 - Impact \$300.00 (If applicable)
 - Permit fees subject to state surcharge
 - ❖ Before electrical service hooked up, Certificate of Elevation (Surveyor, Engineer certifying) completed and reviewed for compliance to Flood Plain Ordinance by the Flood Plain Manager (Building Department)

SITE DRAINAGE

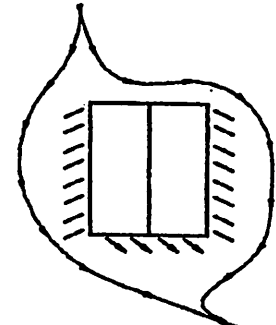
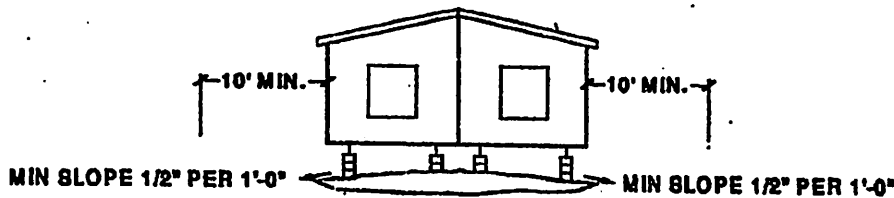
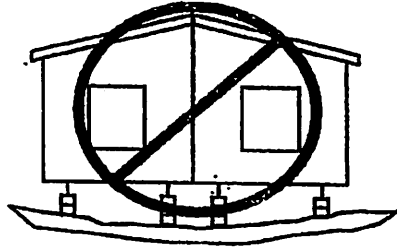
Purpose: Drainage must be provided to direct surface water away from the home to protect against erosion of foundation supports and to prevent water build up under the home. The home site must be graded as shown below.

All drainage must be diverted away from the home and must slope a minimum of one-half inch per foot away from the foundation for the first ten feet. Where property lines, walls, slopes, or other physical conditions prohibit this slope, the site must be provided with drains or swales or otherwise graded to drain water away from the structure. Live Oak Homes has not considered gutters and down spouts in the design of our homes.

DO crown and grade site to slope away from the home.



DO NOT grade site or set home so that water collects beneath the home.



Natural drainage should be diverted around the home.

Home sites must be prepared so that there will be no depression in which surface water may accumulate beneath the home. The area of the site covered by the manufactured home must be graded, sloped, or designed to provide drainage from beneath the home or to the property line.

Ground Moisture Control. If the space under the home is to be enclosed with skirting or other materials, a vapor retarder must be installed to cover the ground under the home, unless the home is installed in an arid region with dry soil conditions. A minimum of six mil polyethylene sheeting or its equivalent must be used.

Proper Installation. The entire area under the home must be covered with the vapor retarder. Joints in the vapor retarder must overlap a minimum of 12". The vapor retarder may be placed directly beneath footings, or otherwise installed around or over footings placed at grade, and around anchors or other obstructions. Any voids or tears in the vapor retarder must be repaired. To repair these voids or tears, use a vinyl tape specifically design to repair tears or holes.

LIVE OAK HOMES

APPROVED BY

 Feb 16, 2009
FEDERAL MANUFACTURED HOME CONSTRUCTION AND SAFETY STANDARDS