



HOLMES COUNTY Building Department

MOBILE HOME SET UP PERMIT REQUIREMENTS

The following are guidelines set forth by the state of Florida and/or the Holmes County Board of County Commissioners for policies and procedures prior to obtaining permits for construction.

- ☐ **Land Development Approval:** (In the Building Department) 850.547.1119
- ☐ **911 Address:** Verification Required. (911 office) 850.547.1112
- ☐ **Septic Tank Permit:** (Florida Department of Environmental Protection) 850-245-8383
- ☐ **Driveway Permit:**
 - **County Roads:** (Holmes County Road Department) 850.547.1408
 - **State Roads:** Hwy 79, 90, 81, 2 – (Florida Dept. of Transportation) 850.836.5790
- ☐ **Florida Energy Form**
- ☐ **Legal Description of Property/Deed:** (Property Appraiser Office) 850.547.1113
 - Website: www.qpublic.net
- ☐ **An elevation certificate:** Any mobile home on property located in a flood zone. (From a licensed surveyor).
- ☐ **Blocking Plan** from a State Licensed Mobile Home installer, detailing mobile home set up.
(Homeowners can not set up their mobile home)
- ☐ **Notarized Mobile Home Permit Authorization Form** from the mobile home installer if he mobile home owner is pulling the mobile home permit.
- ☐ **Notarized Authorization Form For Permit Application** from the land owner, if the mobile home owner is setting up a mobile home on someone else's property.
- ☐ **If constructing within city limits** a letter is required from them for city compliance.
 - Please call:
 - **Bonifay:** 850-547-4238
 - **Esto:** 850-263-6521
 - **Noma:** 850-263- 3449
 - **Ponce De Leon:** 850-836-4361
 - **Westville:** 850-548-5858

- * Mobile Home set ups are regulated by the Division of Highway Safety & Motor Vehicles.
- * Electrical requirements are from the National Electrical Code.

Inspections: No inspections will be made prior to the issuance of a building permit. A 24 hour notice is required prior to each inspection. Permit becomes void if no inspection is called for within six months. Any construction commenced prior to being permitted will be subject to double fees. (Florida Building Code)

Set-back guidelines: County Ord. #88-02 requires all construction in Holmes County:

- Minimum of at least 15 feet from the front & rear property lines.
- Minimum of at least 10 feet from either side of the property lines.
- * This includes septic tanks, all additions, and storage buildings.

Note: Only Zone II or Zone III Mobile Homes with Hud labels are allowed to be set up in Holmes County. All mobile homes must be skirted, as per LDR 5.06.02.

Fees: Mobile Home Set up Fees for all mobile homes \$206.00

If Mobile Home in flood plain subject to a poured foundation add additional fee of \$75.00

Electrical (200amp service): \$89.00 Mechanical (Air Condition) \$89.00 to be pulled by licensed contractor.



HOLMES COUNTY Building Department

MOBILE HOME CHECKLIST

(For Office Use Only)

Name: _____ Phone #: _____
Address: _____

☐ New Mobile Home
Set Up

☐ Mobile Home
Replacement

☐ Other

MOBILE HOME REQUIREMENTS:

Land Development Approval	Letter of Compliance (if in the City Limits)
911 Address	Application for Building Permit
Septic Tank Permit – take copy of plans.	
Driveway Permit	
Legal Description of Property/Deed	Trade Permit Application-Mechanical
Elevation Certificate (Licensed Surveyor)	Trade Permit Application-Electrical
Blocking Plan (Mobile Home Installer)	Electrical Affidavit
Mobile Home Permit Authorization (Mobile Home Installer)	
Authorization Form for Permit (if on someone else's property)	

PERMITS:

Temporary Electrical Permit	Mobile Home Set Up Permit
Electrical Permit	Mechanical Permit

INSPECTIONS: (Mondays - Thursdays)

Address must be posted. (for 911 purposes)	Sanitary Plumbing (outside of mobile home)
Electrical Service Pole (outside of mobile home)	Set up & Tie down

NOTES:

Zone I mobile homes are not allowed in the State of Florida.



Holmes County Building Department
 107 Virginia Ave
 Bonifay, FL 32425
 Office: 850-547-1119
 Fax: 850-547-4134
 Email: hcbd@holmescountyfl.org

Master Permit #
 Date:

APPLICATION FOR BUILDING PERMIT
Code in effect 8th Edition Florida Building Code
 *Note: Highlighted Items Required by State Statute.

OWNER'S NAME: **Phone #:**
Address: **OWNER EMAIL:**
PROJECT ADDRESS: **Parcel ID:**
Proposed use of site:
Commercial Projects, please list name of business:
CONTRACTOR COMPANY NAME:
Address:
Applicants Name:
Contact Phone #: **Cell #:** **E-mail:**
State License #: **Competency Card:**

INTENDED OCCUPANCY:

☐ Public Lodging Establishment* ☐ Single Family Residence ☐ Commercial

BUILDING INFORMATION:

☐ Residential ☐ Commercial **Valuation of Work: \$**

☐ New ☐ Addition ☐ Alter/Repair ☐ Other:

Number of Stories **Number of Units** **Square Ft. – U.R.:**
Square Ft. – H/C:

☐ Single Family	☐ Sign	☐ Windows/Doors
☐ Duplex	☐ Storage/Pole Barn	☐ Industrial
☐ Multi-Family	☐ Demolition	☐ Solar System
☐ Garage/Carport	☐ Swimming pool	☐ Townhouse
☐ Other (describe)		

*Pursuant to Fla. Stat. §509.013, public lodging establishment means any unit, group of units, dwelling, building, or group of buildings within a single complex of buildings which is rented to guests more than three times in a calendar year for periods of less than 30 days or 1 calendar month, whichever is less, or which is advertised or held out to the public as a place regularly rented to guests. Included in this definition are vacation rentals.

Description of work/construction:

BONDING COMPANY:

Address:

City, State & Zip Code:

ARCHITECT'S/ENGINEER'S NAME:

Address:

City, State & Zip Code:

MORTGAGE LENDER'S NAME:

Address:

City, State & Zip Code:

A change of occupancy or use of a building may require the owner to make application to the Building Official and obtain the required permit for the new occupancy.

Application is hereby made to obtain a permit to do the work and installations as indicated. 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 in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, AIR CONDITIONERS, and etc.

NOTICE: Holmes County Building Department does not have the authority to enforce deed restrictions or covenants on properties. You are advised to check for any restrictions that may affect your property.

For improvements to real property with a construction cost of \$5,000 or more, a certified copy of the Notice of Commencement is required to be submitted to the Holmes County Building Department when application is made for a permit or the applicant may submit a copy of the Notice of Commencement along with an Affidavit attesting to its recording. A certified copy of the Notice of Commencement must be provided to Building Department and posted on the jobsite before the first inspection can be performed.

The enforcing agency shall require each building permit for the demolition or renovation of an existing structure to contain an asbestos notification statement which indicates the owner's or operator's responsibility to comply with the provisions of Section 469.003, *Florida Statutes*, and to notify the Department of Environmental Protection of his or her intentions to remove asbestos, when applicable, in accordance with state and federal law.

IMPORTANT: The building permit is valid as long as there is construction progress and an approved inspection is recorded within each 180 days (6 months) period.

Owner/Agent/Contractor Affidavit

I certify that all statements, drawings, and other information submitted on and with this application are true and correct and that all work will be done in compliance with all applicable laws. I further certify that I have reviewed the applicable regulations associated with the proposed construction and intended use. I understand that the submittal of incorrect information or any changes which vary from the approved plans will result in the revocation of this permit.

(Signature of Owner) Date

(Signature of Contractor) Date

OR

(Signature of Notary Public – Stamp or Seal) Date

(Signature of Notary Public – Stamp or Seal) Date

NOTICE: Document must be signed and notarized. In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other government entities such as water management districts, state agencies, or federal agencies.

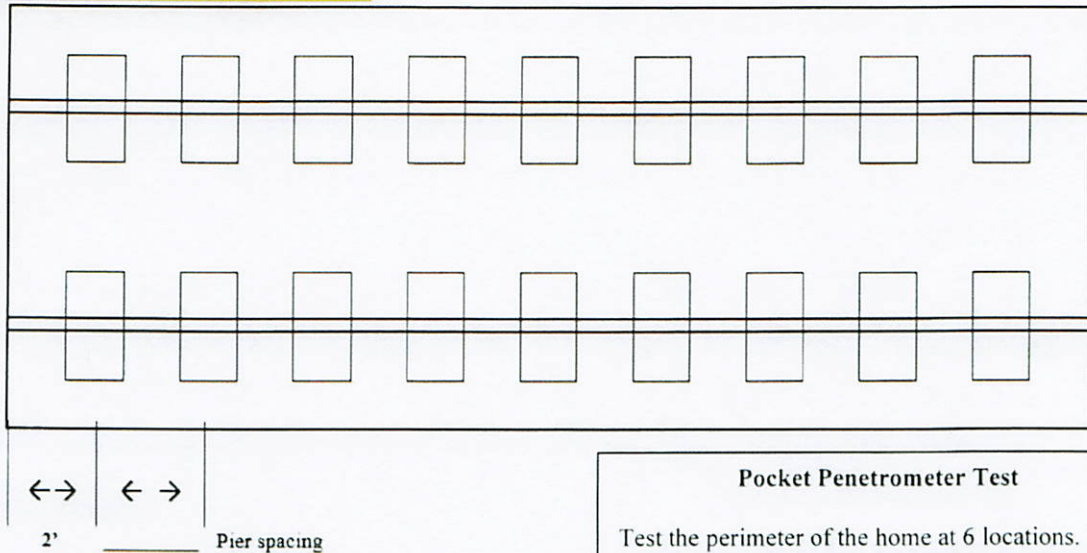


HOLMES COUNTY

Building Department

BLOCKING PLAN	Mobile Home Size: _____ ☐ New ☐ Used
	Zone of Mobile Home: ☒ I (Not allowed in the state of Florida) ☐ II ☐ III
	Manufacturer: _____
	Length x Width: _____

TYPICAL SINGLE WIDE 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.

Pocket Penetrometer Test Results:	
Soil Torque Probe Test Results:	
Anchor Length:	
I-Beam Pier Pad Size:	
Perimeter Pier Pad Size:	

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

Lateral Arm



Longitudinal Stabilizing Devices

OTHER INFORMATION:

TYPICAL DOUBLE WIDE BLOCKING PLAN



HOLMES COUNTY

Building Department

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



2'



Pier spacing

Soil Bearing:	
Soil Torque Probe Test Results:	
Anchor Length:	
I-Beam Pier Pad Size:	
Perimeter Pier Pad Size:	
Marriage wall pier pad size – outline pad locations on the centerline and show sizes below.	
1.	4.
2.	5.
3.	6.

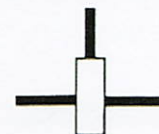
OTHER INFORMATION:

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.

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

Lateral Arm



Longitudinal Stabilizing Devices



HOLMES COUNTY

Building Department

MOBILE HOME PERMIT AUTHORIZATION FORM

Date: ____/____/____

I, _____, authorize the following property owner
_____ to obtain the County Mobile Home Permit. I have
attached a copy of my State Mobile Home Installer's License. This authorization is good only for said mobile home
below:

Make: _____ Year: _____

Size: _____ x _____

Address: _____
City State Zip

Signature of Mobile Home Installer

State License Number

State of Florida

County of _____
Sworn to, subscribed and acknowledged before me by
means of physical presence on this _____ day
of _____, 20____
by _____
who ☐ is personally known to me or ☐ produced
Identification _____

Notary Signature

SEAL:



HOLMES COUNTY Building Department

AUTHORIZATION FORM FOR PERMIT APPLICATION

Date: ____ / ____ / ____

Be advised _____ has my permission to
apply for a Permit, on my property located at _____, Florida,
providing that they comply with all current regulations and The Florida Building Code and National Electric Code.

Print Name

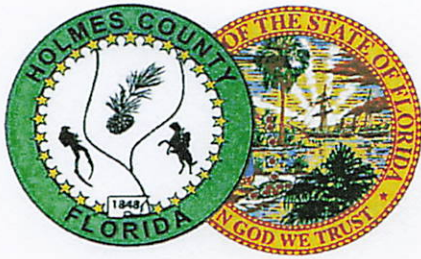
Signature of Landowner

State of Florida

County of _____
Sworn to, subscribed and acknowledged before me by
means of physical presence on this _____ day
of _____, 20____
by _____
who ☐ is personally known to me *or* ☐ produced
Identification _____

Notary Signature

SEAL:



HOLMES COUNTY BUILDING DEPARTMENT

107 E. Virginia Ave
Bonifay, Florida 32425
Phone (850) 547-1119
Fax (850) 547-4134

Email: hcbd@holmescountyfl.org

Trade Permit Application

☐ RESIDENTIAL ☐ COMMERCIAL ☐ NEW CONSTRUCTION ☐ EXISTING BUILDING

OWNER NAME: _____ PHONE: _____

PROJECT ADDRESS: _____ OWNER EMAIL: _____

CONTRACTOR NAME: _____ PHONE: _____

COMPANY NAME: _____ EMAIL: _____

ELECTRIC ☐ WFE ☐ FPL ☐ CHELCO

JOB COST: _____ SQUARE FOOTAGE: _____

- | | |
|--|---|
| ☐ SERVICE CHANGE | AMPS: _____ ☐ SIGN |
| ☐ SERVICE REPAIR | AMPS: _____ ☐ MOBILE HOME POLE |
| ☐ TEMPORARY CONSTRUCTION POLE | AMPS: _____ ☐ POOL |
| ☐ REWIRE WITH SERVICE CHANGE | ☐ SERVICE RECONNECT |
| ☐ ADDITIONS WITHOUT SERVICE CHANGE | ☐ REWIRE EXISTING HOME |
| ☐ NEW CONSTRUCTION | ☐ LOW VOLTAGE/BURGLAR ALARM |
| ☐ MISCELLANEOUS SERVICE POLE FOR (60 AMPS): _____ | |

DESCRIPTION OF WORK:

MECHANICAL

☐ HVAC JOB COST: _____ ☐ HOODVENT NO. OF SYSTEMS: _____

PLUMBING

☐ JOB COST: _____ ☐ FIXTURES: _____ ☐ WATER HEATER: _____ ☐ SEWER TAPS: _____

GAS

☐ JOB COST: _____ ☐ WATER HEATER / VENT: _____ ☐ OUTLETS: _____

ROOF☐ NEW BUILD☐ REPLACEMENT☐ ROOF OVER

SQUARES: _____

☐ METAL☐ SHINGLE

JOB COST: _____ SQ FTG: _____ FL. PRODUCT APPROVAL CODE: _____

SECURITY ALARM☐

SQ. FT: _____

JOB COST: _____

OF OUTLETS: _____

ANNUAL FIRE INSPECTION: _____

Application is hereby made to obtain a permit to do the work and installation as indicated. 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 in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, POOLS, AIR CONDITIONERS etc.

I understand all REQUIRED INSPECTIONS will be requested of the work permitted herein. Compliance will be strictly enforced. This permit is VOID after six (6) months from issuance unless the work it covers has been commenced and has had ongoing inspections. The Building Official may revoke this permit or remove service, in such case as there has been any false statement or misrepresentation as to the material fact in the application or plans, upon which this permit was based.

SIGNATURE OF OWNER / CONTRACTOR_____
DATE



HOLMES COUNTY Building Department

ELECTRICAL AFFIDAVIT

Property Owner Use Only

I, _____ do hereby certify that Electrical Permit # _____ is for the use of _____. I further understand that this electrical service is not to be used for any purpose other than the aforementioned. If a Structure, Mobile Home, Residential, or Commercial Permit is required, it must be obtained from the Holmes County Building Department prior to any construction. I also understand that if an R.V. is lived in more than 120 days, a septic tank permit/approval has to be issued by the Holmes County Health Department.

Print Name

Affirmant's Signature

State of Florida

County of _____

Sworn to, subscribed and acknowledged before me by
means of physical presence on this _____ day
of _____, 20____

by _____

who ☐ is personally known to me or ☐ produced
Identification _____

Notary Signature

SEAL: