

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	Authorization Form (for permit application)
Septic Tank Permit – take copy of plans.	Mobile Home Set Up Permit Application
Driveway Permit	Owner/Builder Permit Affidavit
Legal Description of Property/Deed	Authorization Form for M.H. Permit Application
Elevation Certificate (Licensed Surveyor)	Electrical/Security Alarm Permit Application
Blocking Plan (Mobile Home Installer)	Electrical Affidavit
Notarized Authorization Form (Mobile Home Installer)	Mechanical Permit Application
Notarized Affidavit (if on someone else's property)	

PERMITS:

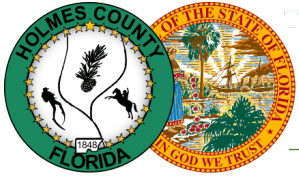
Temporary Electrical Permit	Mobile Home Set Up Permit
Electrical Permit	Mechanical Permit

INSPECTIONS: (Mondays + Thursdays)

Address must be posted. (for E-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

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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:** (Health Dept.) 850.547.8500 option 4. (take copy of plans)
- 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 authorization form** from the mobile home installer if the mobile home owner is pulling the mobile home permit.
- Notarized Affidavit** 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.

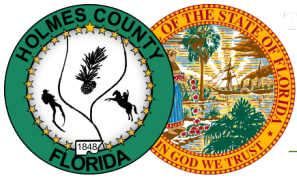
Inspections: No inspections will be made prior to the issuance of a building permit. A 24 hour notice is required prior to each inspection. Permit becomes void if no inspection is called for within six months. Any construction commenced prior to being permitted will be subject to double fees. (Florida 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: \$104.00 Electrical (200amp service): \$49.00
Mechanical (Air Condition) to be pulled by licensed contractor.



HOLMES COUNTY

Building Department

MOBILE HOME SET UP PERMIT APPLICATION

OWNER INFORMATION	MOBILE HOME INSTALLER INFORMATION
Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____	Name: _____ Phone: _____ Cell: _____ Contact Person: _____
ELECTRICIAN INFORMATION	UTILITIES + LAND INFORMATION
Name: _____ Service Size: _____ Phone: _____ Mechanical: _____ Contract Amount: _____ Phone: _____	Power: _____ Proposed Use: _____ Water/Well: _____ City Sewage/Septic Tank: _____ Parcel ID No: _____ Acres: _____ Flood Zone: _____ Mobile Home Zone: _____
Directions to Property: _____	
NOTICE: THE HOLMES COUNTY BUILDING DEPARTMENT <i>DOES NOT</i> HAVE THE AUTHORITY TO ENFORCE DEED RESTRICTIONS FOR COVENANTS. YOU ARE ADVISED TO CHECK FOR ANY RESTRICTIONS THAT MAY AFFECT YOUR PROPERTY.	
BUILDING DEPARTMENT USE ONLY	
Building Fee \$ _____ Plan Review Deposit \$ _____ Surcharge \$ _____	REVIEWED FOR CODE COMPLIANCE
ON FILE: <input type="checkbox"/> Septic <input type="checkbox"/> Driveway <input type="checkbox"/> Legal <input type="checkbox"/> 911 <input type="checkbox"/> Elevation Certification <input type="checkbox"/> Landowner Affidavit <input type="checkbox"/> Plans <input type="checkbox"/> License Contractor <input type="checkbox"/> Other	TOTAL FEE \$
PERMIT #: _____ APPLICANT NAME: _____	
Application is hereby made to obtain a permit to do the work as indicated. I certify that no work or installation has commenced prior to the issuance of this permit and all work will be performed to meet The Florida Building Code and National Electric Code. Separate permits must be secured for Electrical, Mechanical, Plumbing, Gas and Roofing.	
Setback County Ordinance #88-02. 15' Front & 10' Either Side	

OWNER AFFIDAVIT: I certify that the information stated on this application is true and correct. Work will be done in compliance with Florida Building Code/National Electric Code, County Ordinances and Zoning Laws. Failure to comply may result in a Stop Work Order for the construction and/ or electrical disconnect.

/	/	/	/
Print Name	Signature of Owner/Agent	Print Name	Signature of Contractor

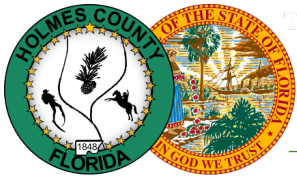
State of Florida
 County of _____
 Sworn to, subscribed and acknowledged before me by means of physical presence on this _____ day of _____, 20____ by _____ who is personally known to me *or* produced Identification _____
 Signature of Notary _____

SEAL:

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 _____
 Signature of Notary _____

SEAL:

BLOCKING PLAN

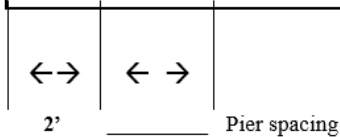
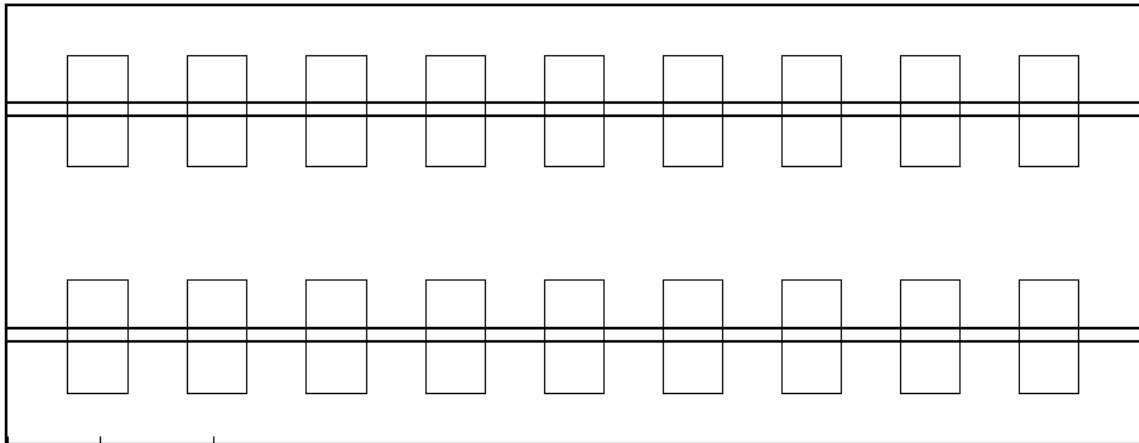


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BLOCKING PLAN	Mobile Home Size: _____ <input type="checkbox"/> New <input type="checkbox"/> Used
	Zone of Mobile Home: <input checked="" type="checkbox"/> I (Not allowed in the state of Florida) <input type="checkbox"/> II <input type="checkbox"/> III
	Manufacturer: _____
	Length x Width: _____

TYPICAL SINGLE WIDE BLOCKING PLAN

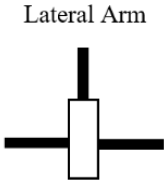


Pocket Penetrometer Test

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.

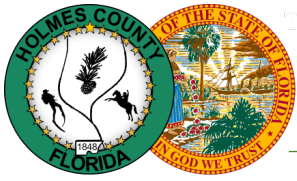
Pocket Penetrometer Test Results:	
Soil Torque Probe Test Results:	
Anchor Length:	
I-Beam Pier Pad Size:	
Perimeter Pier Pad Size:	

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



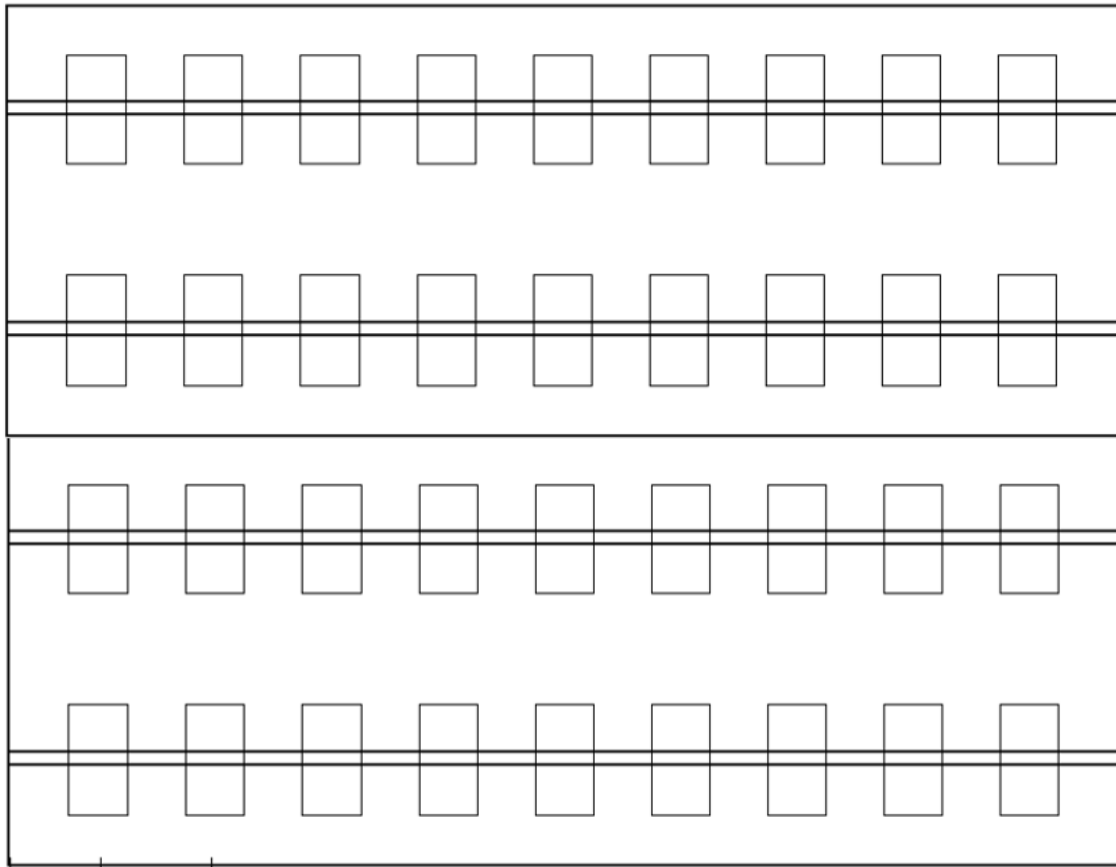
OTHER INFORMATION:

TYPICAL DOUBLE WIDE BLOCKING PLAN

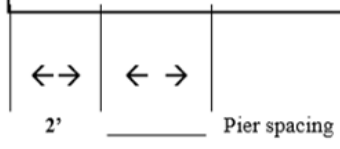


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Marriage Wall
The location of these piers will vary with each floor plan.



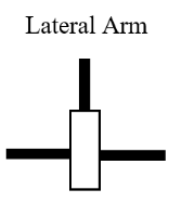
Pocket Penetrometer Test

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.

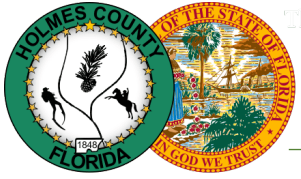
Soil Bearing:		
Soil Torque Probe Test Results:		
Anchor Length:		
I-Beam Pier Pad Size:		
Perimeter Pier Pad Size:		
Marriage wall pier pad size – outline pad locations on the centerline and show sizes below.		
1.		4.
2.		5.
3.		6.

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



Longitudinal Stabilizing Devices

OTHER INFORMATION:



HOLMES COUNTY Building Department

AUTHORIZATION FORM FOR PERMIT APPLICATION

Date: ____ / ____ / ____

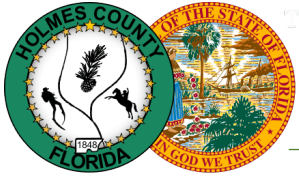
Be advised _____ has my permission to apply for a Permit, on my property located at _____, Florida, providing that they comply with all current regulations and The Florida Building Code and National Electric Code.

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

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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

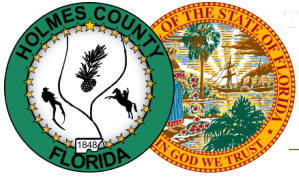
State of Florida

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:



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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 _____.

SEAL:

Notary Signature

