

Holmes County Building Department
107 E Virginia Ave, Bonifay, FL 32425
Phone: 850-547-1110 Fax: 850-547-4134

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

1. LAND DEVELOPMENT APPROVAL (IN THE BUILDING DEPARTMENT) 850.547.1110
2. 911 ADDRESS, WITH VERIFICATION 911 OFFICE 850.547.1112
3. SEPTIC TANK PERMIT HEALTH DEPT. 850.547.8500 EXT. 2
4. DRIVEWAY PERMIT
COUNTY ROADS HOLMES COUNTY COMMISSIONERS 850.547.1119
STATE ROADS: HWY 79,90,81,2 FLORIDA DEPT. OF TRANSPORTATION 850.836.5790
5. LEGAL DESCRIPTION OF PROPERTY/DEED PROPERTY APPRAISER OFFICE 850.547.1113
WEB SITE WWW.QPUBLIC.NET
6. ANY MOBILE HOME TO BE SET UP ON PROPERTY LOCATED IN A FLOOD ZONE REQUIRES AN ELEVATION CERTIFICATE FROM A LICENSED SURVEYOR.
7. BLOCKING PLAN FROM A STATE LICENSED MOBILE HOME INSTALLER DETAILING MOBILE HOME SET UP (HOMEOWNERS CAN NOT SET UP THEIR MOBILE HOME)
8. NOTARIZED AUTHORIZATION FORM FROM THE MOBILE HOME INSTALLER IF THE MOBILE HOME OWNER IS PULLING THE MOBILE HOME PERMIT.
9. NOTARIZED AFFIDAVIT FROM THE LAND OWNER IF THE MOBILE HOME OWNER IS SETTING UP A MOBILE HOME ON SOMEONE ELSE'S PROPERTY.
10. IF CONSTRUCTION WITHIN CITY LIMITS OF:
BONIFAY 850.547.4238, PONCE DE LEON 850.836.4361, ESTO 850.263.6521, NOMA 850.263.3449, OR WESTVILLE 850.548.5858, A LETTER IS REQUIRED FROM THEM FOR CITY COMPLIANCE.
11. MOBILE HOME SET UPS ARE REGULATED BY THE DIVISION OF HIGHWAY SAFETY & MOTOR VEHICLES.
12. 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 HOME 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

