MOBILE HOME APPLICATION INFORMATION **(REVISED 1/11)**

MOBILE HOME PERMITS BECOME INVALID IF AN APPROVED INSPECTION IS NOT COMPLETED WITHIN 180 DAYS FROM THE DATE OF PERMIT ISSUANCE.

□ **1. Review Process for Mobile Home Applications**- All of the information in this packet must be completely filled out. **There is a $15.00 Application fee.** The packet is then submitted to the Building Department for review. When the review process is complete, the applicant will be contacted to then pull the Mobile Home Move On Permit. **Mobile Homes can only be set up by a Licensed Installer and the permits must be pulled by an authorized person.**

□ **2. Used Mobile Homes.** All used mobile homes placed or relocated in Columbia County must have a pre-inspection form completed before the home is moved to the new location. Any homes that do not meet Wind Zone II or higher requirements can not be moved or set up in Columbia County. Mobile homes built before 1976 cannot be placed or set up in this county. When coming from another county, have our Out of County pre-inspection form completed by your licensed Installer and return the form to the Building Department before the permit will be issued. **The Preliminary Used mobile home inspection fee is $50.00.**

□ **3. Environmental Health Permit or Sewer Tap Approval.** A copy of the Environmental Health signed site plan or a release must be submitted with your application. Contact them at (386) 758-1058

□ **4. City Approval.** If the project is located within the city limits of Fort White, prior approval is required. The town of Fort White approval letter is required to be submitted to this office when applying for a Building Permit.

□ **5. Ownership of Property.** Proof of ownership of the property is required, such as a recorded deed.

□ **6. Parcel Number.** The parcel number (Tax ID number) from the Property Appraiser (386- 758-1084) is required. This may also be obtained on-line at www.columbiacountyfla.com then go to the Property Appraisers link then follow the screens.

□ **7. 911 Address. For Existing Addresses and New Addresses.** Contact 911 Addressing at (386) 752-8787, an example of the requirements to get the address are included.

□ **8. Flood Information.** All projects within the Floodway of the Suwannee or Santa Fe Rivers shall require permitting through the Suwannee River Water Management District, before submitting to our office. Any project located within a flood zone where the base flood elevation (100year flood) has been established shall meet the requirements of Section 8.8 of the Columbia County Land Development Regulations. Any project located within a flood zone where the base flood elevation (100year flood) has not been established shall meet the requirements of section 8.7 of the Columbia County Land Development Regulations. **Certified Finished Floor Elevations Will Be Required On Any Project Where The Base Flood Elevation (100 year flood) Has Been Established.** A development permit will also be required ($50.00) fee. All dwellings must be placed one foot above the adjacent roadway or a floor height letter submitted from a licensed Engineer.

□ **9. (a) Cost of Mobile Home Permit**. The fee associated with your size Mobile home , plus a $75.00 Zoning & Flood fee, plus the current Special Assessment fees. Plus Impact Fees if applicable. **(b) Special Assessment Fees.** For Fire and Solid Waste, it is prorated monthly. **(c) Impact fees**- Suspended as of March 2009 until further notice.

□ **10. Driveway Connection.** If the property does not have an existing access to a county maintained public road, then you must apply for culvert permit ($25.00) or a culvert waiver ($50.00) if you feel that a culvert is not needed. The waiver is either approved or denied by the Columbia County Public Works Department. If the property will have access from a state maintained road, then an approved application for driveway access from F.D.O.T. must be submitted before a permit will be issued. **No release of final power** will be given until driveway access is complete and given final inspection approval by the appropriate department.

□ **11. Private Wells.** The well driller has to give you a letter on your well, stating (a) size of pump motor (b) size of pressure tank (c) cycle stop valve if used. This letter should be on there letterhead. Any questions on this contact (386) 758-1008.

□ **12. Site Plan.** Draw the property with the mobile home where it is going to be placed. Show the actual distance from each property line to the mobile home. Show existing roads and the driveway location. Show all other buildings and residences on the property, list the distance from these to the new mobile home. Show the location of the well and list existing or new.

PERMIT APPLICATION / MANUFACTURED HOME INSTALLATION APPLICATION

For Office Use Only ***(Revised 1-11)*** **Zoning Official_____Building Official_____**

AP#_____ Date Received_____By_____ Permit #_____

Flood Zone_____ Development Permit_____ Zoning_____ Land Use Plan Map Category_____

Comments_____

_____

FEMA Map# _____ Elevation_____ Finished Floor_____ River_____ In Floodway_____

□ Site Plan with Setbacks Shown □ EH #_____□ EH Release □ Well letter □ Existing well

□ Recorded Deed or Affidavit from land owner □ Installer Authorization □ State Road Access □ 911 Sheet

□ Parent Parcel #_____ □ STUP-MH _____ □ F W Comp. letter □ VF Form

IMPACT FEES: EMS_____ Fire_____ Corr_____ □ Out County □ In County

Road/Code_____ School_____= TOTAL _ Impact Fees Suspended March 2009_

Property ID # _____ Subdivision _____

- **New Mobile Home_____ Used Mobile Home_____ MH Size_____ Year_____**
- **Applicant _____ Phone #_____**
- **Address _____**
- **Name of Property Owner_____ Phone#_____**
- **911 Address_____**
- **Circle the correct power company - <u>FL Power & Light</u> - <u>Clay Electric**
  (Circle One) - <u>Suwannee Valley Electric</u> - <u>Progress Energy</u>
- **Name of Owner of Mobile Home _____ Phone #_____**
  Address _____
- **Relationship to Property Owner _____**
- **Current Number of Dwellings on Property_____**
- **Lot Size_____ Total Acreage_____**
- **Do you : Have <u>Existing Drive</u> or <u>Private Drive</u> or need <u>Culvert Permit</u> or <u>Culvert Waiver</u> (Circle one)**
  (Currently using) (Blue Road Sign) (Putting in a Culvert) (Not existing but do not need a Culvert)
- **Is this Mobile Home Replacing an Existing Mobile Home_____**
- **Driving Directions to the Property_____**

  _____

  _____
- **Name of Licensed Dealer/Installer _____Phone #_____**
- **Installers Address_____**
  - **License Number_____ Installation Decal # _____**