

MOBILE HOME APPLICATION INFORMATION

1. Review Process for Mobile Home Applications- All of the information in this packet must be completely filled out. 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. Any used mobile home must have a preliminary mobile inspection made before a permit will be issued. The inspection may be requested at no charge from the Columbia County Building Department. The mobile home must be in Columbia County to have this inspection done. If the mobile home is not located in Columbia County please contact an inspector for instructions.

3. Environmental Health Permit or Sewer Tap Approval. A copy of the Environmental Health permit, existing septic tank approval, or sewer tap approval is required. (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 by the owner or contractor 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. A copy of property deed is also required.

7. 911 Address. If the project is located in an area where the 911 address has not been issued, then the proper paperwork from 911 Addressing Department must be submitted. To check your area or contact 911 Addressing at (386) 752-8787.

8. Site Plan. A drawing of your property showing the placement of the MH and the distance from each property line.

9. 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.

10. (a) Cost of Mobile Home Permit. Mobile home move on permit cost is \$200.00, plus a \$50.00 Zoning fee, for a total amount of \$250.00. The \$50.00 zoning charge does not apply to any permit within the Town of Fort White.

(b) Special Assessment Fees. The special assessment fees are for Fire and Solid Waste. These charges are pro-rated every month during the fiscal year. Please contact the Building & Zoning Department for any information relating to this charge on your property.

11. 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.

12. 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.

PERMIT APPLICATION / MANUFACTURED HOME INSTALLATION APPLICATION

For Office Use Only	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 _____
<input type="checkbox"/> Site Plan with Setbacks shown	<input type="checkbox"/> Environmental Health Signed Site Plan	<input type="checkbox"/> Env. Health Release
<input type="checkbox"/> Well letter provided	<input type="checkbox"/> Existing Well	Revised 9-23-04

- Property ID _____ **Must have a copy of the property deed**
- New Mobile Home _____ Used Mobile Home _____ Year _____
- Subdivision Information _____
- Applicant _____ Phone # _____
- Address _____

- Name of Property Owner _____ Phone# _____
- 911 Address _____
- Circle the correct power company - FL Power & Light - Clay Electric
(Circle One) - Suwannee Valley Electric - Progressive Energy
- 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 an Existing Drive or need a Culvert Permit or a Culvert Waiver Permit
- Driving Directions _____
- _____
- _____

- Is this Mobile Home Replacing an Existing Mobile Home _____
- Name of Licensed Dealer/Installer _____ Phone # _____
- Installers Address _____
- License Number _____ Installation Decal # _____

SECTION III. MINIMUM STANDARDS

1. No manufactured home or recreational vehicle shall be issued a permit for occupancy as a permanent residence unless it has a minimum of 450 square feet of net living area (not including garages, carports, porches, balconies, storage areas or cabanas). It shall be unlawful to join together two or more such homes for residential purposes when not intended by the manufacturer.
2. No manufactured home or recreational vehicle shall be issued a permit for occupancy as a permanent residence in Columbia County unless it measures at least 10 feet in width, including attached additions.
1. No new or used manufactured home or recreational vehicle shall be issued a permit for setting up or occupancy as a permanent residence unless the same shall meet at least one of the following codes:
 - a. The Federal Mobile Home Construction and Safety Standards for single family mobile homes, promulgated by the Department of Housing and Urban Development; or
 - b. The Uniform Standards Code approved by the United States of American Standards Institute (ANSI Code) for duplex mobile homes; or
 - c. The Uniform Standards Code approved by American National Standards Institute (ANSI Code); or
 - d. The minimum housing code of Columbia County, if applicable; andmeet the following requirements :
 - (1) The unit is in clean and sound condition; and
 - (2) All windows are in place with no broken panes; and
 - (3) The unit has and operates from an electric meter separate from any other unit.
 - (4) The outdoor electrical panel box is in proper working order and the service entrance conductors are no less #8 gauge aluminum wire or equivalent copper; and
 - (5) All heating equipment where applicable is or appears to be in proper working order; and
 - (6) At least one set of steps providing access to the unit is in place; and
 - (7) All exterior doors and door hardware are in place; and
 - (8) Properly working washing machine connections are in place, if applicable; and
 - (9) There are smoke alarm systems, which is or appears to be in proper working order.
4. All permits issued pursuant to this Ordinance or a copy thereof shall be displayed in the window next to the front door of the manufactured home or recreational vehicle.

FINAL POWER RELEASE FOR MOBILE HOMES

1. The final inspection of blocking, tie downs, electrical, plumbing, and culvert / driveway connection, must be requested and passed. Please call the Columbia County Building Department at (386)758-1008 or (386)758-1124 to request an inspection. **Make sure you have the permit number when you call.** Please call and give at least 24 hours notice. All inspections are to be scheduled and made at one time, including the Certificate of Occupancy.
2. The final septic tank approval must be given to the Columbia County Building Department. Please contact the Columbia County Environmental Health Department (386) 758-1058 to request final inspection on septic tank and to have septic tank release given to Building Department.
3. If your permit required a Development permit, we will need a certified finished floor elevation from the surveyor before the power can be released.