

**PERMIT APPLICATION / MANUFACTURED HOME INSTALLATION APPLICATION**

**For Office Use Only** (Revised 12/2023)      Zoning Official \_\_\_\_\_ Building Official \_\_\_\_\_

AP# 64994      Date Received \_\_\_\_\_ By \_\_\_\_\_ Permit # 49738

Flood Zone \_\_\_\_\_ Development Permit \_\_\_\_\_ Zoning \_\_\_\_\_ Land Use Plan Map Category \_\_\_\_\_

Comments \_\_\_\_\_

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FEMA Map# \_\_\_\_\_ Elevation \_\_\_\_\_ Finished Floor \_\_\_\_\_ River \_\_\_\_\_ In Floodway \_\_\_\_\_

Recorded Deed or  Property Appraiser PO  Site Plan  EH # \_\_\_\_\_

Land Owner Affidavit  Installer Authorization  FW Comp. letter  App Fee Paid  911 App

DOT Approval  Parent Parcel # \_\_\_\_\_  STUP-MH SFLP 240402

Ellisville Water Sys  Assessment \_\_\_\_\_  In County  Sub VF Form

**\*This page not required if Online Submission**

Property ID # 30-45-17-08585-007      Subdivision \_\_\_\_\_ Lot# \_\_\_\_\_

▪ New Mobile Home  Used Mobile Home \_\_\_\_\_ MH Size 60x28 Year 2024

▪ Applicant CRYSTAL CROSBY HUDSON Phone # 904-377-6348

▪ Address \_\_\_\_\_

▪ Name of Property Owner CRYSTAL CARI CROSBY HUDSON Phone# 904-377-6351  
~~SYLVIA BOSARCE CROSBY~~

▪ 911 Address TO BE DETERMINED

▪ Circle the correct power company -      FL Power & Light      -      Clay Electric  
 (Circle One) -      Suwannee Valley Electric      -      Duke Energy

▪ Name of Owner of Mobile Home CRYSTAL CARI CROSBY HUDSON Phone # 904-982-1039  
 Address \_\_\_\_\_

▪ Relationship to Property Owner SAME + DAUGHTER

▪ Current Number of Dwellings on Property 0

▪ Lot Size 1.01      Total Acreage 1.01

▪ Do you : Have Existing Drive or Private Drive or need Culvert Permit or Culvert Waiver (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 Yes/No No

▪ Name of Licensed Dealer/Installer WESTGATE HOMES Phone # \_\_\_\_\_

▪ Installers Address \_\_\_\_\_

▪ License Number: \_\_\_\_\_ Installation Decal # \_\_\_\_\_

Is the mobile home currently located in Columbia County? Yes No (Only required for used homes)

Applicant Email Address: SylviaCrosby@comcast.net  
 (This is where application updates will be sent)

# Mobile Home Permit Worksheet

Application Number: \_\_\_\_\_

Date: \_\_\_\_\_

Installer: \_\_\_\_\_ License # \_\_\_\_\_  
 Address of home being installed: \_\_\_\_\_  
 Manufacturer: LIVE OAK HOMES Length x width: 60 X 28

New Home  Used Home

Home installed to the Manufacturer's Installation Manual  
 Home is installed in accordance with Rule 15-C

Single wide  Wind Zone II  Wind Zone III

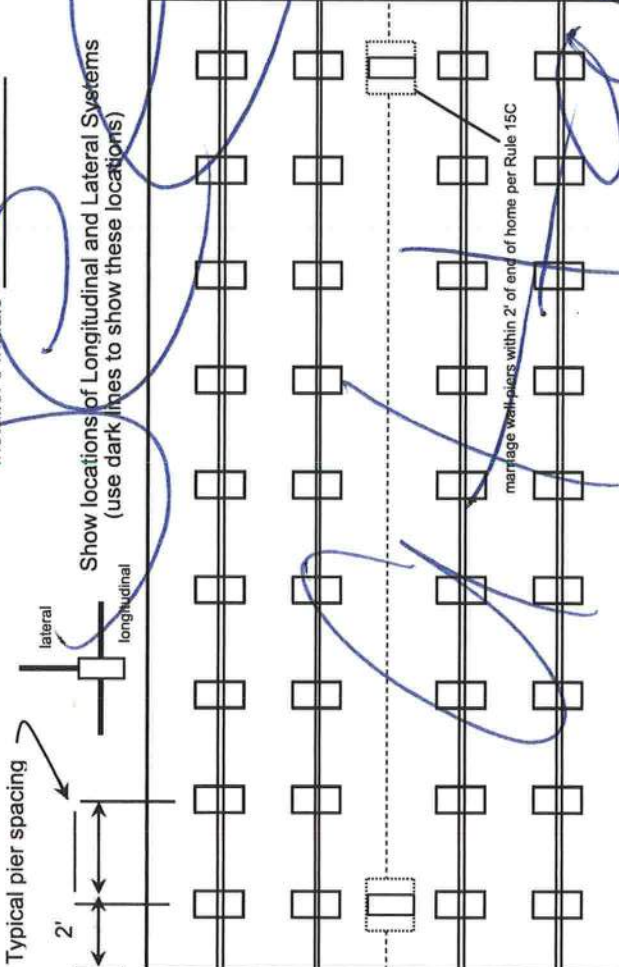
Double wide  Installation Decal # \_\_\_\_\_

Triple/Quad  Serial # \_\_\_\_\_

**NOTE:** if home is a single wide fill out one half of the blocking plan  
 if home is a triple or quad wide sketch in remainder of home

I understand Lateral Arm Systems cannot be used on any home (new or used) where the sidewall ties exceed 5 ft 4 in.

Installer's initials: \_\_\_\_\_



## PIER SPACING TABLE FOR USED HOMES

Load bearing capacity	Footer size (sq in)	16" x 16" (256)	18 1/2" x 18 1/2" (342)	20" x 20" (400)	22" x 22" (484)*	24" x 24" (576)*	26" x 26" (676)
1000 psf	3'	4'	5'	6'	7'	8'	8'
1500 psf	4' 6"	6'	7'	8'	8'	8'	8'
2000 psf	6'	8'	8'	8'	8'	8'	8'
2500 psf	7' 6"	8'	8'	8'	8'	8'	8'
3000 psf	8'	8'	8'	8'	8'	8'	8'
3500 psf	8'	8'	8'	8'	8'	8'	8'

\* interpolated from Rule 15C-1 pier spacing table.

### PIER PAD SIZES

I-beam pier pad size \_\_\_\_\_  
 Perimeter pier pad size \_\_\_\_\_  
 Other pier pad sizes (required by the mfg.) \_\_\_\_\_

### POPULAR PAD SIZES

Pad Size	Sq In
16 x 16	256
16 x 18	288
18.5 x 18.5	342
16 x 22.5	360
17 x 22	374
13 1/4 x 26 1/4	348
20 x 20	400
17 3/16 x 25 3/16	441
17 1/2 x 25 1/2	446
24 x 24	576
26 x 26	676

Draw the approximate locations of marriage wall openings 4 foot or greater. Use this symbol to show the piers.

List all marriage wall openings greater than 4 foot and their pier pad sizes below.

Opening \_\_\_\_\_ Pier pad size \_\_\_\_\_

### ANCHORS

4 ft \_\_\_\_\_ 5 ft \_\_\_\_\_

### FRAME TIES

within 2' of end of home spaced at 5' 4" oc

### TIEDOWN COMPONENTS

Longitudinal Stabilizing Device (LSD)

Manufacturer \_\_\_\_\_

Longitudinal Stabilizing Device w/ Lateral Arms

Manufacturer \_\_\_\_\_

### OTHER TIES

Number \_\_\_\_\_

Sidewall \_\_\_\_\_

Longitudinal \_\_\_\_\_

Marriage wall \_\_\_\_\_

Shearwall \_\_\_\_\_

# Mobile Home Permit Worksheet

Application Number: \_\_\_\_\_

Date: \_\_\_\_\_

## POCKET PENETROMETER TEST

The pocket penetrometer tests are rounded down to \_\_\_\_\_ psf or check here to declare 1000 lb. soil without testing.

X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_

### POCKET PENETROMETER TESTING METHOD

1. Test the perimeter of the home at 6 locations.
2. Take the reading at the depth of the footer.
3. Using 500 lb. increments, take the lowest reading and round down to that increment.

X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_

## TORQUE PROBE TEST

The results of the torque probe test is \_\_\_\_\_ inch pounds or check here if you are declaring 5' anchors without testing. A test showing 275 inch pounds or less will require 5 foot anchors.

**Note:** A state approved lateral arm system is being used and 4 ft. anchors are allowed at the sidewall locations. I understand 5 ft anchors are required at all centerline tie points where the torque test reading is 275 or less and where the mobile home manufacturer may require anchors with 4000 lb holding capacity.

Installer's initials \_\_\_\_\_

### ALL TESTS MUST BE PERFORMED BY A LICENSED INSTALLER

Installer Name \_\_\_\_\_

Date Tested \_\_\_\_\_

Electrical \_\_\_\_\_

Connect electrical conductors between multi-wide units, but not to the main power source. This includes the bonding wire between multi-wide units. Pg. \_\_\_\_\_

Plumbing \_\_\_\_\_

Connect all sewer drains to an existing sewer tap or septic tank. Pg. \_\_\_\_\_  
 Connect all potable water supply piping to an existing water meter, water tap, or other independent water supply systems. Pg. \_\_\_\_\_

## Site Preparation

Debris and organic material removed \_\_\_\_\_  
 Water drainage: Natural \_\_\_\_\_ Swale \_\_\_\_\_ Pad \_\_\_\_\_ Other \_\_\_\_\_

### Fastening multi wide units

Floor: Type Fastener: \_\_\_\_\_ Length: \_\_\_\_\_ Spacing: \_\_\_\_\_  
 Walls: Type Fastener: \_\_\_\_\_ Length: \_\_\_\_\_ Spacing: \_\_\_\_\_  
 Roof: Type Fastener: \_\_\_\_\_ Length: \_\_\_\_\_ Spacing: \_\_\_\_\_  
 For used homes a min. 30 gauge, 8" wide, galvanized metal strip will be centered over the peak of the roof and fastened with galv. roofing nails at 2" on center on both sides of the centerline.

### Gasket (weatherproofing requirement)

I understand a properly installed gasket is a requirement of all new and used homes and that condensation, mold, mildew and buckled marriage walls are a result of a poorly installed or no gasket being installed. I understand a strip of tape will not serve as a gasket.

Installer's initials \_\_\_\_\_

Type gasket \_\_\_\_\_  
 Pg. \_\_\_\_\_

Installed: \_\_\_\_\_  
 Between Floors Yes \_\_\_\_\_  
 Between Walls Yes \_\_\_\_\_  
 Bottom of ridgebeam Yes \_\_\_\_\_

### Weatherproofing

The bottomboard will be repaired and/or taped. Yes \_\_\_\_\_ Pg. \_\_\_\_\_  
 Siding on units is installed to manufacturer's specifications. Yes \_\_\_\_\_  
 Fireplace chimney installed so as not to allow intrusion of rain water. Yes \_\_\_\_\_

### Miscellaneous

Skirting to be installed. Yes \_\_\_\_\_ No \_\_\_\_\_  
 Dryer vent installed outside of skirting. Yes \_\_\_\_\_ N/A \_\_\_\_\_  
 Range downflow vent installed outside of skirting. Yes \_\_\_\_\_  
 Drain lines supported at 4 foot intervals. Yes \_\_\_\_\_  
 Electrical crossovers protected. Yes \_\_\_\_\_  
 Other: \_\_\_\_\_

**Installer verifies all information given with this permit worksheet is accurate and true based on the manufacturer's installation instructions and or Rule 15C-1 & 2**

Installer Signature \_\_\_\_\_ Date \_\_\_\_\_

**MOBILE HOME INSTALLATION SUBCONTRACTOR VERIFICATION FORM**

APPLICATION NUMBER \_\_\_\_\_ CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_

**THIS FORM MUST BE SUBMITTED PRIOR TO THE ISSUANCE OF A PERMIT**

In Columbia County one permit will cover all trades doing work at the permitted site. It is REQUIRED that we have records of the subcontractors who actually did the trade specific work under the permit. Per Florida Statute 440 and Ordinance 89-6, a contractor shall require all subcontractors to provide evidence of workers' compensation or exemption, general liability insurance and a valid Certificate of Competency license in Columbia County.

***Any changes, the permitted contractor is responsible for the corrected form being submitted to this office prior to the start of that subcontractor beginning any work. Violations will result in stop work orders and/or fines.***

<p><b>ELECTRICAL</b></p>	<p>Print Name <u>Len Raves/Prestige Electric</u> Signature <u>[Signature]</u>                  License #: <u>EC 13004956</u> Phone #: <u>352-745-0650</u>                  Qualifier Form Attached <input type="checkbox"/></p>
<p><b>MECHANICAL/</b> <b>A/C</b> <input checked="" type="checkbox"/></p>	<p>Print Name <u>Harry Moseley</u> Signature <u>[Signature]</u>                  License #: <u>CA 618227407</u> Phone #: <u>386-752-2308</u>  <u>RA 0030316 Per Harry Moseley via phone 4/22</u>                  Qualifier Form Attached <input type="checkbox"/> <u>MG</u></p>

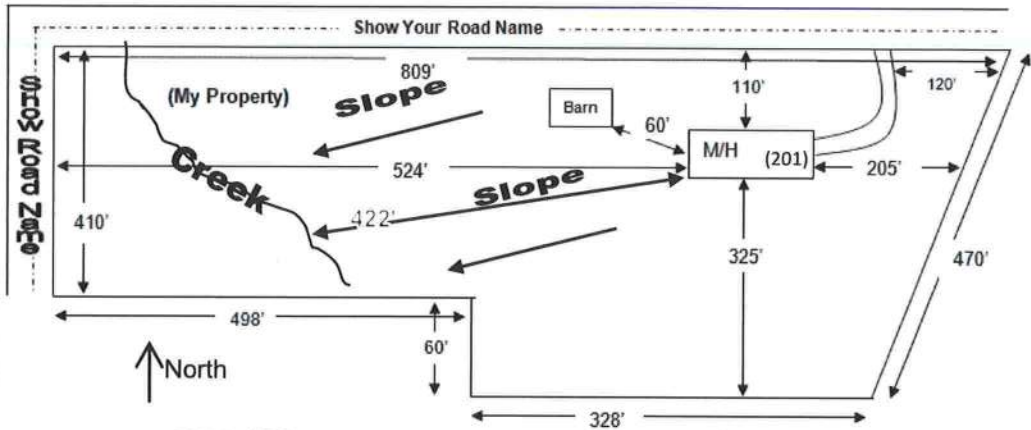
**F. S. 440.103 Building permits; identification of minimum premium policy.**--Every employer shall, as a condition to applying for and receiving a building permit, show proof and certify to the permit issuer that it has secured compensation for its employees under this chapter as provided in ss. 440.10 and 440.38, and shall be presented each time the employer applies for a building permit.

### SITE PLAN CHECKLIST

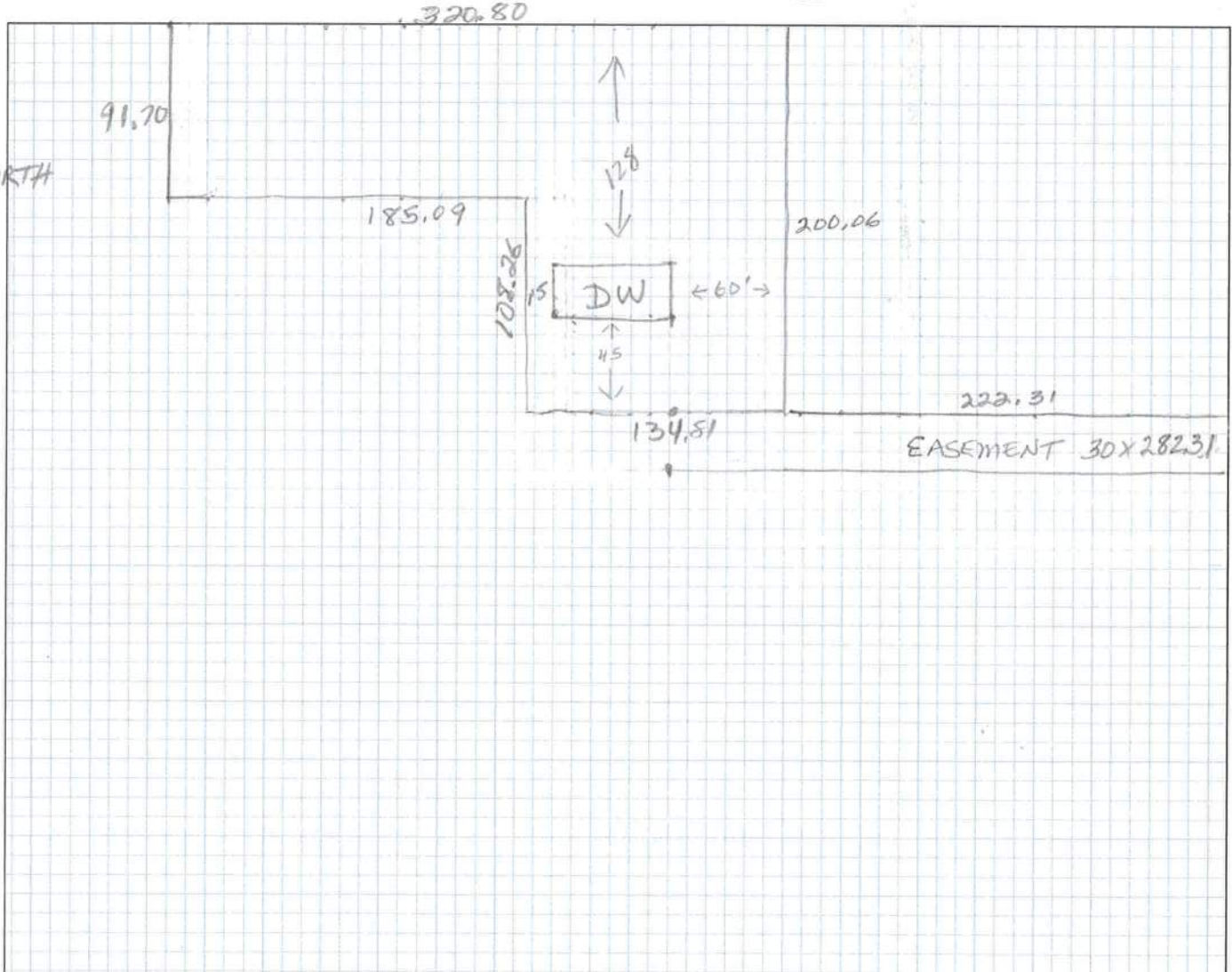
- \_\_\_ 1) Property Dimensions
- \_\_\_ 2) Footprint of proposed and existing structures (including decks), label these with existing addresses
- \_\_\_ 3) Distance from structures to all property lines
- \_\_\_ 4) Location and size of easements
- \_\_\_ 5) Driveway path and distance at the entrance to the nearest property line
- \_\_\_ 6) Location and distance from any waters; sink holes; wetlands; and etc.
- \_\_\_ 7) Show slopes and or drainage paths
- \_\_\_ 8) Arrow showing North direction

### SITE PLAN EXAMPLE

Revised 7/1/15



**NOTE:**  
This site plan can be copied and used with the 911 Addressing Dept. application forms.



# To Apply for a 911 Address

Applications must be submitted online using the link below.

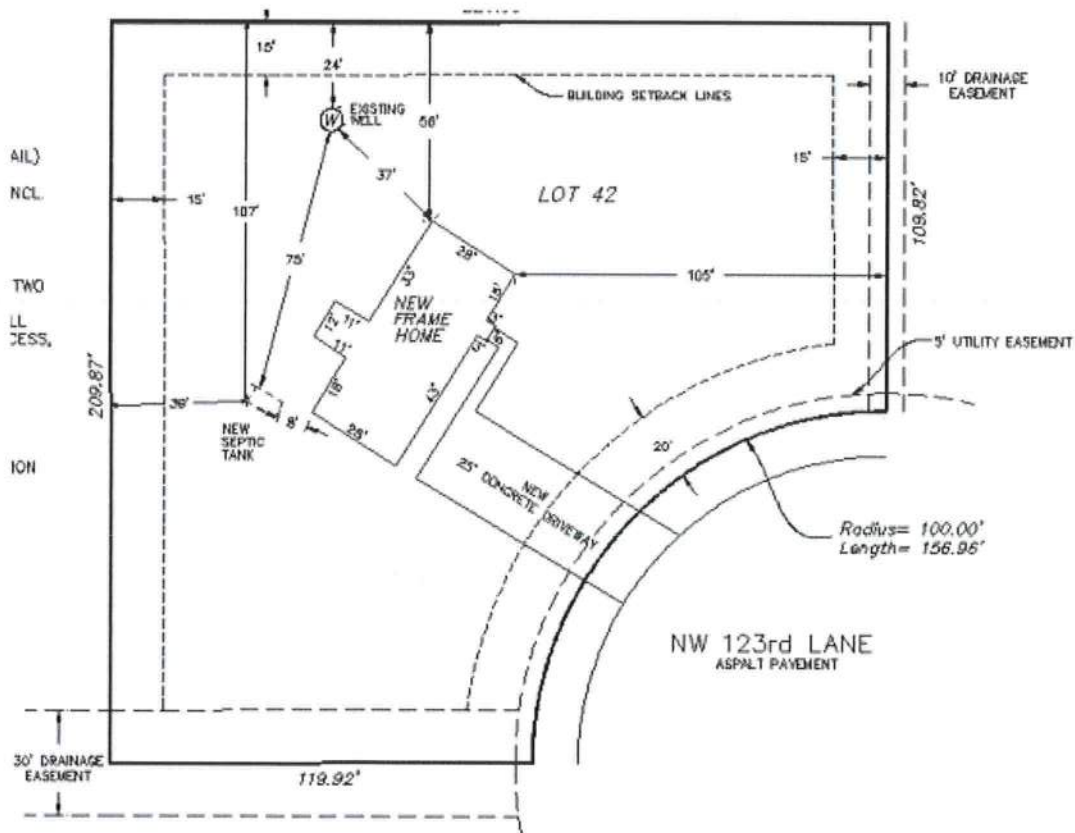
[www.columbiacountyfla.com/PermitSearch/AddressingApplication.aspx](http://www.columbiacountyfla.com/PermitSearch/AddressingApplication.aspx)

Please be prepared to upload a site plan similar to the one below.

## Site Plan Checklist

- \_\_\_ 1) Property Dimensions
- \_\_\_ 2) Footprint of proposed and existing structures (including decks), label these with existing addresses
- \_\_\_ 3) Distance from structures to all property lines
- \_\_\_ 4) Location and size of easements
- \_\_\_ 5) Driveway path and distance at the entrance to the nearest property line
- \_\_\_ 6) Location and distance from any waters; sink holes; wetlands; and etc.
- \_\_\_ 7) Show slopes and or drainage paths
- \_\_\_ 8) Arrow showing North direction

**\*\*If applying for a building permit, please use the same site plan for the 911 Address Application.**



**CODE ENFORCEMENT DEPARTMENT**  
COLUMBIA COUNTY, FLORIDA  
**OUT OF COUNTY MOBILE HOME INSPECTION REPORT**  
(Only required for used homes)

COUNTY THE MOBILE HOME IS BEING MOVED FROM \_\_\_\_\_  
OWNERS NAME \_\_\_\_\_ PHONE \_\_\_\_\_ CELL \_\_\_\_\_  
INSTALLER \_\_\_\_\_ PHONE \_\_\_\_\_ CELL \_\_\_\_\_  
INSTALLERS ADDRESS \_\_\_\_\_

**MOBILE HOME INFORMATION**

MAKE \_\_\_\_\_ YEAR \_\_\_\_\_ SIZE \_\_\_\_\_ X \_\_\_\_\_  
COLOR \_\_\_\_\_ SERIAL No. \_\_\_\_\_  
WIND ZONE \_\_\_\_\_ SMOKE DETECTOR \_\_\_\_\_

**INTERIOR:**

FLOORS \_\_\_\_\_  
DOORS \_\_\_\_\_  
WALLS \_\_\_\_\_  
CABINETS \_\_\_\_\_  
ELECTRICAL (FIXTURES/OUTLETS) \_\_\_\_\_

**EXTERIOR:**

WALLS / SIDING \_\_\_\_\_  
WINDOWS \_\_\_\_\_  
DOORS \_\_\_\_\_

**INSTALLER:** APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_

INSTALLER OR INSPECTORS PRINTED NAME \_\_\_\_\_

License No. \_\_\_\_\_ Date \_\_\_\_\_

NOTES: \_\_\_\_\_

***ONLY THE ACTUAL LICENSE HOLDER CAN SIGN THIS FORM.***

NO WIND ZONE ONE MOBILE HOMES WILL BE PERMITTED. MOBILE HOMES PRIOR TO 1977 ARE PRE-HUD AND THE WIND ZONE MUST BE PROVEN TO BE PERMITTED.

***BEFORE THE MOBILE HOME CAN BE MOVED INTO COLUMBIA COUNTY THIS FORM MUST BE COMPLETED AND RETURNED TO THE COLUMBIA COUNTY BUILDING DEPARTMENT.***

***ONCE MOVED INTO COLUMBIA COUNTY AN INSPECTOR MUST COMPLETE A PRELIMINARY INSPECTION ON THE MOBILE HOME. CALL 386-719-2023 TO SET UP THIS INSPECTION. NO PERMIT WILL BE ISSUED BEFORE THIS IS DONE.***

Licensed Installer Approval Signature \_\_\_\_\_ Date \_\_\_\_\_





COLUMBIA COUNTY BUILDING DEPARTMENT  
 135 NE Hernando Ave, Suite B-21, Lake City, FL 32055  
 Phone: 386-758-1008 Fax: 386-758-2160

**\*Use to authorize Agent to pull permit on Installers behalf.**

MOBILE HOME INSTALLERS AGENT AUTHORIZATION

I, \_\_\_\_\_, give this authority and I do certify that the below  
Installers Name  
 referenced person(s) listed on this form is/are under my direct supervision and control and is/are authorized to purchase permits, call for inspections and sign on my behalf.

Printed Name of Authorized Person	Signature of Authorized Person	Agents Company Name

I, the license holder, realize that I am responsible for all permits purchased, and all work done under my license and I am fully responsible for compliance with all Florida Statutes, Codes, and Local Ordinances.

I understand that the State Licensing Board has the power and authority to discipline a license holder for violations committed by him/her or by his/her authorized person(s) through this document and that I have full responsibility for compliance granted by issuance of such permits.

\_\_\_\_\_  
 License Holders Signature (Notarized)                      License Number                      Date

**NOTARY INFORMATION:**

STATE OF: \_\_\_\_\_ COUNTY OF: \_\_\_\_\_

The above license holder, whose name is \_\_\_\_\_,  
 personally appeared before me and is known by me or has produced identification  
 (type of I.D.) \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 NOTARY'S SIGNATURE

(Seal/Stamp)

### **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.
3. 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; and meet 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.
5. All used mobile homes placed or relocated in Columbia County must have a pre-inspection form completed before home is moved to the new location. Any homes that do not meet wind zone ii or higher requirements can not be moved into Columbia County. Most homes built before 1976 do not meet wind zone II requirements therefore cannot be placed or set up in Columbia County.

## **AFTER THE PERMIT HAS BEEN ISSUED**

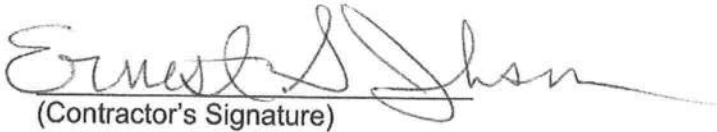
### **FINAL POWER RELEASE FOR MOBILE HOMES**

- 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)719-2023 or visit [www.columbiacountyfla.com/PermitSearch/InspectionRequest.aspx](http://www.columbiacountyfla.com/PermitSearch/InspectionRequest.aspx) 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 release

From: Linda Johnson ljohnson013@yahoo.com  
Subject: POA For Permit  
Date: Apr 19, 2024 at 8:20:26 PM  
To: SYLVIACROSBY@comcast.net

### LIMITED POWER OF ATTORNEY

I, Ernest Scott Johnson, do hereby authorize Wayne Crosby to be my representative and act on my behalf in all aspects of applying for a permit to be placed on property in Columbia County, Florida  
Owner's Name: Crystal Crosby

  
(Contractor's Signature)

TH1024259  
(License Number)

4/19/2024  
(Date)

Sworn to and subscribed before me this 19<sup>th</sup> day of April, 2024

Notary Public Shavon M Milton / Shavon M Milton  
My Commission expires: 12/29/2024  
Commission No: HH075545  
Personally Known:   
Produced ID (Type): \_\_\_\_\_

