

**Permit Application / Manufactured Home Installation Application**

For Office Use Only (Revised 6/24) Zoning Official \_\_\_\_\_ Building Official \_\_\_\_\_  
AP# \_\_\_\_\_ Date Received \_\_\_\_\_ By \_\_\_\_\_ Permit # 50806  
Flood Zone \_\_\_\_\_ Development Permit \_\_\_\_\_ Zoning \_\_\_\_\_ Land Use Plan Map Category \_\_\_\_\_  
Comments \_\_\_\_\_  
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 \_\_\_\_\_  
 Ellisville Water Sys  Assessment \_\_\_\_\_  In County  Sub VF For \_\_\_\_\_

\*This page not required if Online Submission

Property ID # 21-55-17-09313-000 Subdivision \_\_\_\_\_ Lot# \_\_\_\_\_

- New Mobile Home  Used Mobile Home MH Size \_\_\_\_\_ Year 2025
- Applicant Gary Wayne Laxton Jr Phone# 386-623-4606
- Address 1973 SW Mixson Rd Lake City FL 32024
- Name of Property Owner Gary Wayne Laxton Jr Phone# 386-623-4606
- 911 Address 1973 SW Mixson Rd Lake City FL 32024
- Circle the correct power company -  FL Power & Light  Clay Electric
- (Circle One)  - Suwannee Valley Electric -  Duke Energy

- Name of Owner of Mobile Home Gary Wayne Laxton Jr
- Phone # 386-623-4606 Address 1973 SW Mixson rd Lake City FL 32024
- Relationship to Property Owner ME
- Current # of Dwellings on Property 2 # of Bed/bath 2
- Lot Size \_\_\_\_\_ Total Acreage 2.38
- Do you: (Circle one)  Have Existing Drive  Private Drive  Need a Driveway Permit  
(Currently using) (Blue Road Sign)

\*\*\*Please be advised all MH applications may prompt a driveway permit regardless of existing/private driveway\*\*\*

- Is this Mobile Home Replacing an Existing Mobile Home  Yes  No
- Name of Licensed Dealer/Installer \_\_\_\_\_
- Installers Phone # 386-623-2203
- Installers Address 6355 SE CR 245 Lake City FL 32025
- License Number: JH1025386
- Installation Decal # 69849
- Is the mobile home currently located in Columbia County?  Yes  No  
(Only required for used mobile homes)

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

# Mobile Home Permit Worksheet

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

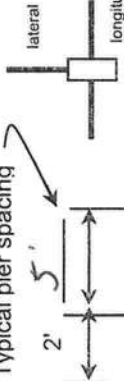
Date: \_\_\_\_\_

Installer: Robert Shepard License # IH1025386  
 Address of home being installed: 1973 SW Myson Rd  
Lake City FL 32024  
 Manufacturer: Champion Length x width: 28 x 58

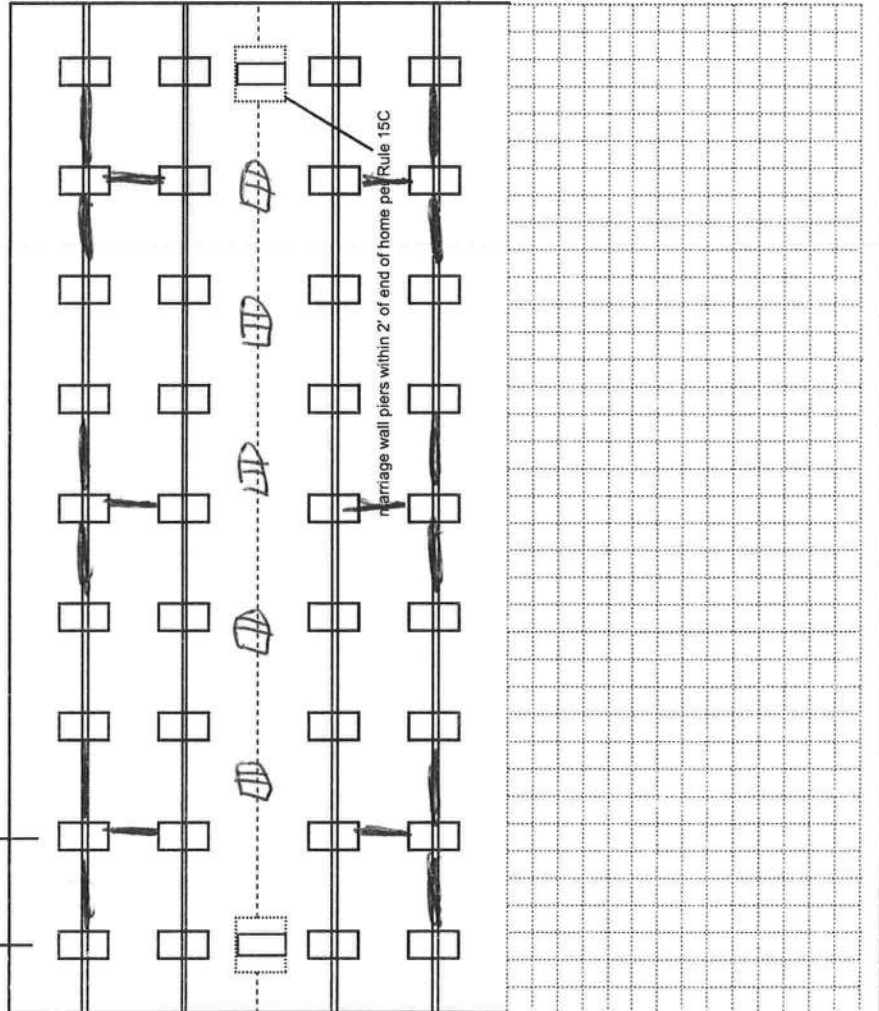
NOTE: if home is a single wide fill out one half of the blocking plan  
 if home is a triple or quad wide sketch in remainder of home  
 I understand Lateral Arm Systems cannot be used on any home (new or used)  
 where the sidewall ties exceed 5 ft 4 in.

Installer's initials: RS

Typical pier spacing



Show locations of Longitudinal and Lateral Systems  
 (use dark lines to show these locations)



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 # 69849  
 Triple/Quad    Serial # FL261-000-H-A106444AB

### 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'						
1500 psf	4'6"						
2000 psf	6'						
2500 psf	7'6"						
3000 psf	8'						
3500 psf	8'						

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

### PIER PAD SIZES

I-beam pier pad size: 17x25  
 Perimeter pier pad size: 16x16  
 Other pier pad sizes (required by the mfg.): 17x25

### 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: Oliver 1101V

### OTHER TIES

Sidewall: \_\_\_\_\_  
 Longitudinal: \_\_\_\_\_  
 Marriage wall: \_\_\_\_\_  
 Shearwall: \_\_\_\_\_  
 Number: 26  
6  
2  
4

# Mobile Home Permit Worksheet

## POCKET PENETROMETER TEST

The pocket penetrometer tests are rounded down to 1500 psf or check here to declare 1000 lb. soil without testing.

x 1700 x 1700 x 1600

## 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 1600 x 1700 x 1700

## TORQUE PROBE TEST

The results of the torque probe test is 295 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

Robert Sheppard

Date Tested

8-23-24

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. 27

Plumbing

Connect all sewer drains to an existing sewer tap or septic tank. Pg. 28

Connect all potable water supply piping to an existing water meter, water tap, or other independent water supply systems. Pg. 28

Application Number:

Date:

## Site Preparation

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

## Fastening multi wide units

Floor: Type Fastener: lags Length: 5" Spacing: 16"  
 Walls: Type Fastener: Screws Length: 4" Spacing: 16"  
 Roof: Type Fastener: lags Length: 6" Spacing: 16"  
 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 RS

Type gasket

Form

Pg. 21

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  N/A   
 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

Robert Sheppard

Date

8-24-24

MOBILE HOME INSTALLATION SUBCONTRACTOR VERIFICATION FORM

APPLICATION NUMBER \_\_\_\_\_ CONTRACTOR Robert Sheppard PHONE 386-623-2203

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.*

ELECTRICAL	Print Name <u>Wayne Laxton</u> License #: <u>EC13008763</u> Company Name: <u>Action Sign &amp; Graphics</u>	Signature <u>[Signature]</u> Phone #: <u>386-623-4606</u> <input type="checkbox"/> Qualifier Form Attached
MECHANICAL/ A/C _____	Print Name <u>Wayne Laxton</u> License #: <u>EC13008763</u> Company Name: <u>Action Sign &amp; Graphics</u>	Signature <u>[Signature]</u> Phone #: <u>386-623-4606</u> <input type="checkbox"/> Qualifier Form Attached

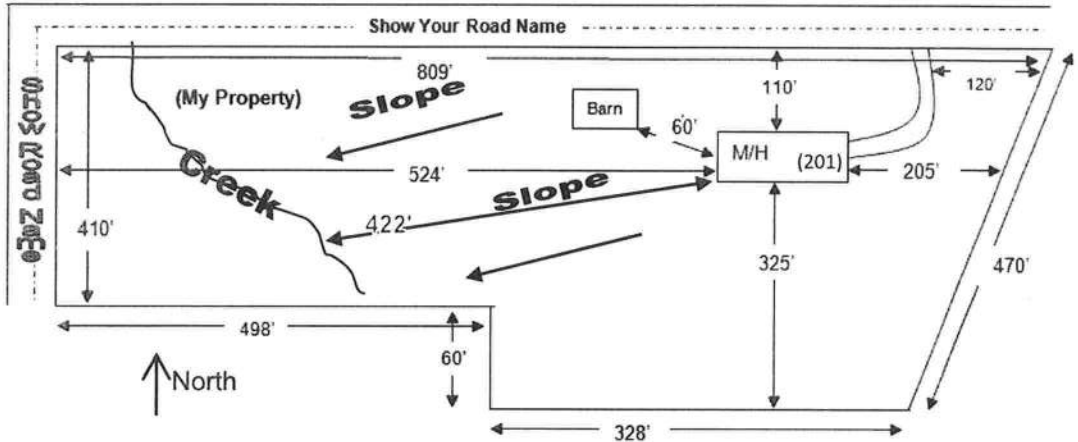
**F. S. 440.103 Building permits; identification of minimum premium policy.**--Every employer shall, as a condition to applying for and receiving a building permit, show proof and certify to the permit issuer that it has secured compensation for its employees under this chapter as provided in ss. 440.10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

### SITE PLAN CHECKLIST

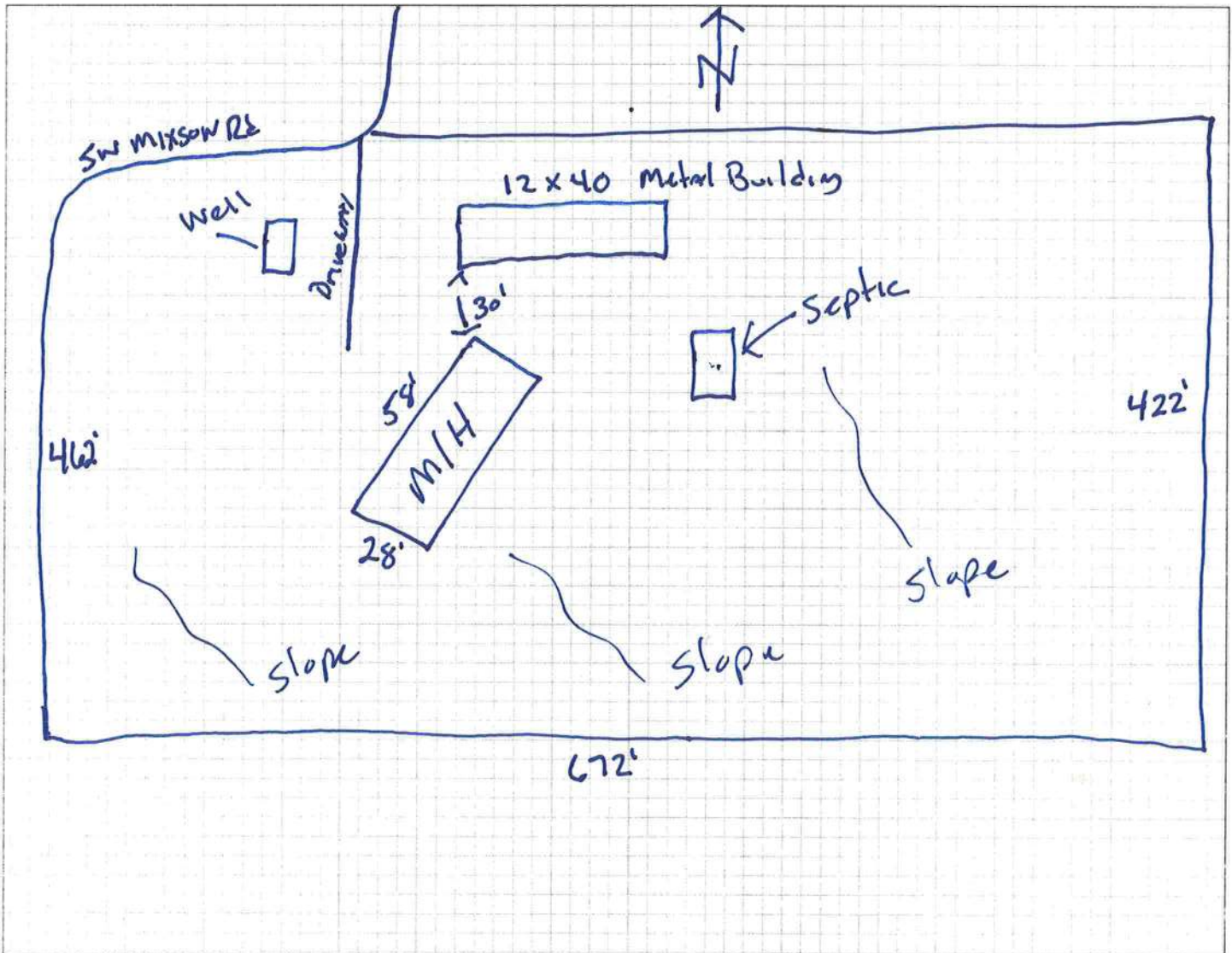
- \_\_\_ 1) Property Dimensions
- \_\_\_ 2) Footprint of proposed and existing structures (including decks), label these with existing addresses
- \_\_\_ 3) Distance from structures to all property lines
- \_\_\_ 4) Location and size of easements
- \_\_\_ 5) Driveway path and distance at the entrance 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.

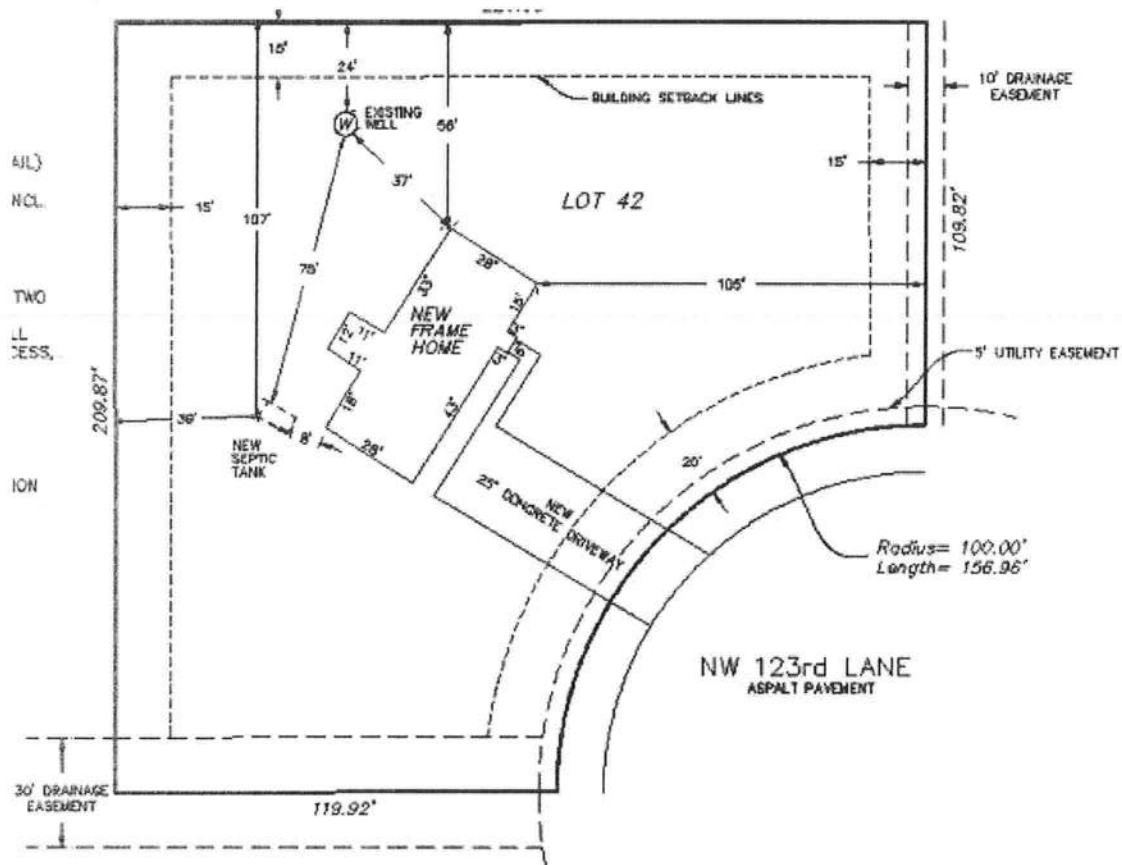
[www.columbiacountyfla.com/PermitSearch/AddressingApplication.aspx](http://www.columbiacountyfla.com/PermitSearch/AddressingApplication.aspx)

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.**



**Please note that it can take up to 14 business days for your application to be processed.**



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 property owners to pull permit on Installers behalf.**

MOBILE HOME INSTALLERS LETTER OF AUTHORIZATION

I, Robert Sheppard, give this authority for the job address show below  
Installer License Holder Name

only, 1973 SW MYSON RD LAKE CITY FL 32024, and I do certify that  
Job Address

the below 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
CARY WAYNE LASTONSH	<i>[Signature]</i>

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.

Robert Sheppard License Holders Signature (Notarized)      IH/025386 License Number      8/23/2024 Date

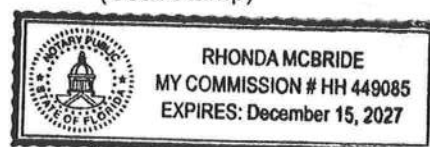
**NOTARY INFORMATION:**

STATE OF: FL COUNTY OF: Columbia

The above license holder, whose name is Robert Sheppard, personally appeared before me and is known by me or has produced identification (type of I.D.) \_\_\_\_\_ on this 23 day of Aug., 2024.

Rhonda McBride  
 NOTARY'S SIGNATURE

(Seal/Stamp)





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, Robert Sheppard, 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
CARY WAHNE LAYTON	<i>[Signature]</i>	Action Signs + Graphics

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.

Robert Sheppard License Holders Signature (Notarized)      JH1025386 License Number      8/23/2024 Date

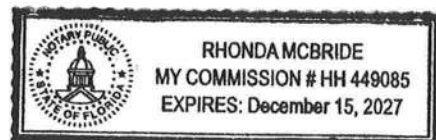
NOTARY INFORMATION:

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The above license holder, whose name is Robert Sheppard, personally appeared before me and is known by me or has produced identification (type of I.D.) \_\_\_\_\_ on this 23 day of Aug., 20 24.

Rhonda McBride  
 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



SW PAUL PEARCE Ln

0 87 134 201 268 335 402 469 536 603 670 ft

**Columbia County Property Appraiser**

Jeff Hampton | Lake City, Florida | 386-758-1083

**PARCEL: 21-5S-17-09313-000 (34158) | AC/XFOB (9901) | 2.38 AC**

BEG SW COR OF NW1/4 OF NW1/4, RUN E 462 FT, N 672 FT, W 243 FT, S 250 FT, W 219 FT, S 422 FT TO POB, EX RD R/W & EX 1.40 AC DESC 892-462 & EX 1.83 AC

**LAXTON GARY WAYNE JR**  
 Owner: 190 SE RIVERSIDE W DR  
 BRANFORD, FL 32008-5593  
 Site: 1973 SW MIXSON RD, LAKE  
 CITY

**2024 Working Values**

Mkt Lnd	\$17,136	Appraised	\$27,636
Ag Lnd	\$0	Assessed	\$27,636
Bldg	\$0	Exempt	\$0
XFOB	\$10,500		
Just	\$27,636	Total	county:\$20,985
		Taxable	city:\$0
			other:\$0
			school:\$27,636

**NOTES:**

Columbia County, FL



The information presented on this website was derived from data which was compiled by the Columbia County Property Appraiser solely for the governmental purpose of property assessment. This information should not be relied upon by anyone as a determination of the ownership of property or market value. The GIS Map image is not a survey and shall not be used in a Title Search or any official capacity. No warranties, expressed or implied, are provided for the accuracy of the data herein, its use, or its interpretation. This website was last updated: 8/8/2024 and may not reflect the data currently on file at our office.

GrizzlyLogic.com