

**COLUMBIA COUNTY BUILDING DEPARTMENT**

135 NE Hernando Ave., Suite B-21, Lake City, FL 32055

Office: 386-758-1008 Fax: 386-758-2160

www.columbiacountyfla.com/BuildingandZoning.asp

**MOBILE HOME APPLICATION CHECKLIST****AN INSPECTION MUST BE APPROVED WITHIN 180 DAYS AFTER PERMIT ISSUANCE OR YOUR PERMIT IS NOT VALID.**

☒ **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.**

☒ **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. Most mobile homes built before 1976 do not meet these requirements therefore cannot be placed or set up in this county. When coming from another county, have that county Inspector complete our pre-inspection form or this form can be completed by a licensed private home inspector. Then return the form to the Building Department before the permit will be issued.

☒ **Site Plan.** FOLLOW THE SITE PLAN CHECKLIST, included in this packet.

☐ **Fort White 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.

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

☒ **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 [http://g2.columbia.floridapa.com/GIS/Search\\_F.asp](http://g2.columbia.floridapa.com/GIS/Search_F.asp).

☒ **Driveway Connection** (Circle this on the Application) 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.

**ONLY AFTER ZONING DEPARTMENT APPROVAL ~ ITEMS NEEDED**

If *Denied* the applicant will be contacted. **NO** Mobile Home permit can be issued.

☒ **911 Address.** Contact 911 Addressing at (386) 752-8787, an example of the requirements to get the address are included.

Pending ☐ **Environmental Health Permit or Sewer Tap Approval.** A copy of the Environmental Health signed site plan or a release must be submitted before the permit is issued. Contact them at (386) 758-1058

Pending ☐ **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.

**INFORMATION**

**Zone X 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 (100 year 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 (100 year 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.**

**(a) Cost of Mobile Home Permit.** The fee associated with your size Mobile home SW=\$325.00, DW=\$375.00, TW=\$425.00; + the current Special Assessment fees. **(b) Special Assessment Fees.** For Fire and Solid Waste, it is prorated monthly starting October 1<sup>st</sup>.

cc

**PERMIT APPLICATION / MANUFACTURED HOME INSTALLATION APPLICATION**

**For Office Use Only**

(Revised 7-1-15)

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 \_\_\_\_\_

☐ Recorded Deed or ☐ Property Appraiser PO ☐ Site Plan ☐ EH # \_\_\_\_\_ ☐ Well letter OR

☐ Existing well ☐ Land Owner Affidavit ☐ Installer Authorization ☐ FW Comp. letter ☐ App Fee Paid

☐ DOT Approval ☐ Parent Parcel # \_\_\_\_\_ ☐ STUP-MH \_\_\_\_\_ ☐ 911 App

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

Property ID # 36-3S-15-00302-106 (942) Subdivision \_\_\_\_\_ Lot# \_\_\_\_\_

▪ New Mobile Home \_\_\_\_\_ Used Mobile Home ✓ MH Size 24 x 44 Year 2000

▪ Applicant RICHARD RAYBORN Phone # 352-257-1282

▪ Address PO BOX 762, CRYSTAL RIVER, FL 34423

▪ Name of Property Owner MICHAEL READER Phone# 850-973-0111

▪ 911 Address TBD SW HUNTER ROAD, LAKE CITY

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

▪ Name of Owner of Mobile Home MICHAEL READER Phone # 850-973-0111

Address 195 SW WAVERLY LN, LAKE CITY, FL 32024

▪ Relationship to Property Owner Owner

▪ Current Number of Dwellings on Property 0

▪ Lot Size 400' X 1150' Total Acreage 10.24

▪ 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 NO

▪ Driving Directions to the Property \_\_\_\_\_

135 NE Hernando Ave Lake City, FL 32055  
Head north on NE Hernando Ave toward NE Justice St  
Turn left onto NE Madison St, Turn left onto N Marion Ave  
Turn right onto US-90 W/W Duval St, Continue to follow US-90 W  
Pass by Taco Bell (on the right in 2.9 mi) Continue straight onto US-90 W/W US Hwy 90  
Turn left onto Hunter Rd, Continue onto Arbor Ln  
Destination will be on the right - 195 SW Waverly Ln, Lake City, FL 32024

SUNPERMITS@OUTLOOK.COM

Email Address for Applicant: \_\_\_\_\_

SW Hunter Road

▪ Name of Licensed Dealer/Installer RICHARD RAYBORN Phone # 352-257-1282

▪ Installers Address PO BOX 762, CRYSTAL RIVER, FL 34423

▪ License Number IH 1025436 Installation Decal # 104123

Parcel: << 36-3S-15-00302-106 (942) >>

Owner & Property Info

Result: 1 of 1

Owner

READER MICHAEL  
READER KIMBERLY  
195 SW WAVERLY LN  
LAKE CITY, FL 32024

Site

Description\*

(AKA PRL F DUFFE' S/D UNR): COMM NE COR OF S1/2 OF NE1/4, RUN S 388.58 FT FOR POB, CONT S 385.01 FT, W 1173.89 FT, N 385 FT, E 1176.27 FT TO POB, EX MAINT RD R/W SW HUNTER RD. WD 1254-1020, WD 1423-1704,

Area

10.24 AC

S/T/R

36-3S-15

Use Code\*\*

NON AG ACREAGE (9900)

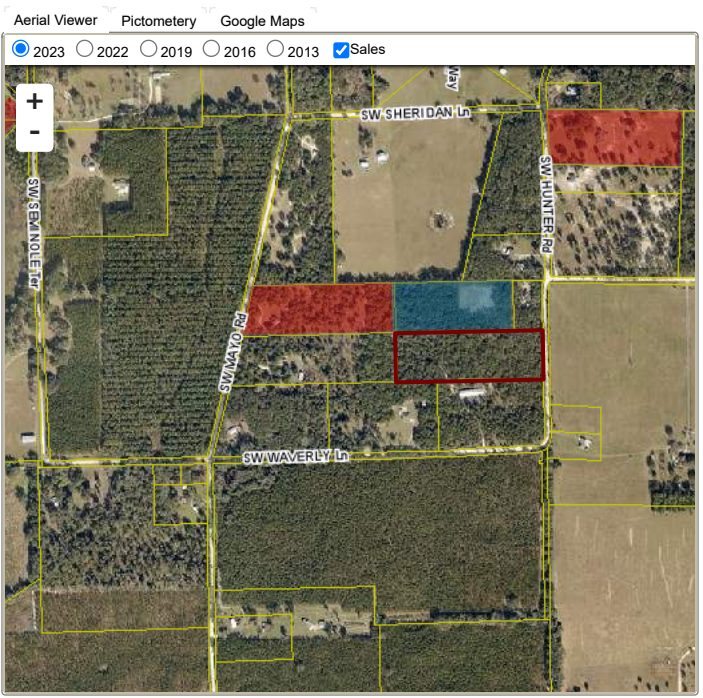
Tax District

3

\*The [Description](#) above is not to be used as the Legal Description for this parcel in any legal transaction.

\*\*The [Use Code](#) is a FL Dept. of Revenue (DOR) code and is not maintained by the Property Appraiser's office. Please contact your city or county Planning & Zoning office for specific zoning information.

Property & Assessment Values			
2023 Certified Values		2024 Working Values	
Mkt Land	\$71,680	Mkt Land	\$71,680
Ag Land	\$0	Ag Land	\$0
Building	\$0	Building	\$0
XFOB	\$0	XFOB	\$0
Just	\$71,680	Just	\$71,680
Class	\$0	Class	\$0
Appraised	\$71,680	Appraised	\$71,680
SOH Cap [?]	\$27,075	SOH Cap [?]	\$22,615
Assessed	\$71,680	Assessed	\$71,680
Exempt	\$0	Exempt	\$0
Total	county:\$44,605 city:\$0	Total	county:\$49,065 city:\$0
Taxable	other:\$0 school:\$71,680	Taxable	other:\$0 school:\$71,680



Sales History

Sale Date	Sale Price	Book/Page	Deed	V/I	Qualification (Codes)	RCode
11/6/2020	\$62,000	1423/1704	WD	V	Q	01
5/6/2013	\$32,000	1254/1020	WD	V	Q	01

Building Characteristics

Bldg Sketch	Description*	Year Blt	Base SF	Actual SF	Bldg Value
NONE					

Extra Features & Out Buildings (Codes)

Code	Desc	Year Blt	Value	Units	Dims
NONE					

Land Breakdown

Code	Desc	Units	Adjustments	Eff Rate	Land Value
9900	AC NON-AG (MKT)	10.240 AC	1.0000/1.0000 1.0000/ /	\$7,000 /AC	\$71,680

MOBILE HOME INSTALLATION SUBCONTRACTOR VERIFICATION FORM

APPLICATION NUMBER \_\_\_\_\_ CONTRACTOR Richard Rayborn PHONE 352-257-1282

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.***

<b>ELECTRICAL</b>	Print Name <u>Michael Reader</u> Signature _____ License #: <u>Owner</u> Phone #: <u>850-973-0111</u> Qualifier Form Attached <input type="checkbox"/>
<b>MECHANICAL/ A/C _____</b>	Print Name <u>Michael Reader</u> Signature _____ License #: <u>Owner</u> Phone #: <u>850-973-0111</u> Qualifier Form Attached <input type="checkbox"/>

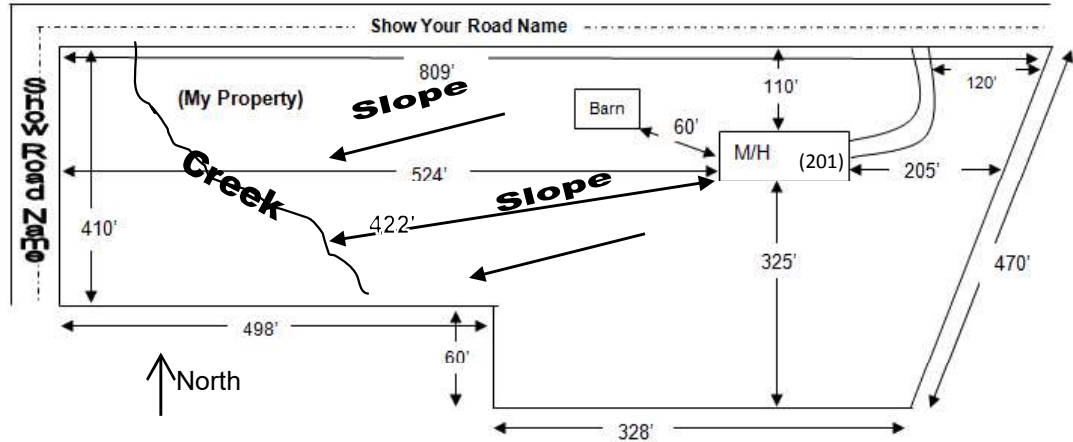
**F. S. 440.103 Building permits; identification of minimum premium policy.**--Every employer shall, as a condition to applying for and receiving a building permit, show proof and certify to the permit issuer that it has secured compensation for its employees under this chapter as provided in ss. 440.10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

SEE ATTACHED SITE PLAN



TBD SW Hunter Rd  
Lake City, FL

Site Plan (11" x 17")

Scale  $1'' = 60'$

Parcel # 36-35-15-00302-106 Columbia County

ZONING: A3

Flood : X

## Scope!

Install Mobile Home  
24 x 40'

Connect to  
New Septic  
New well  
New Electric  
+ AC

Contractor:  
Richard Rayburn  
IT# 1025436

Owner!  
Kimberly + Michael  
Reader

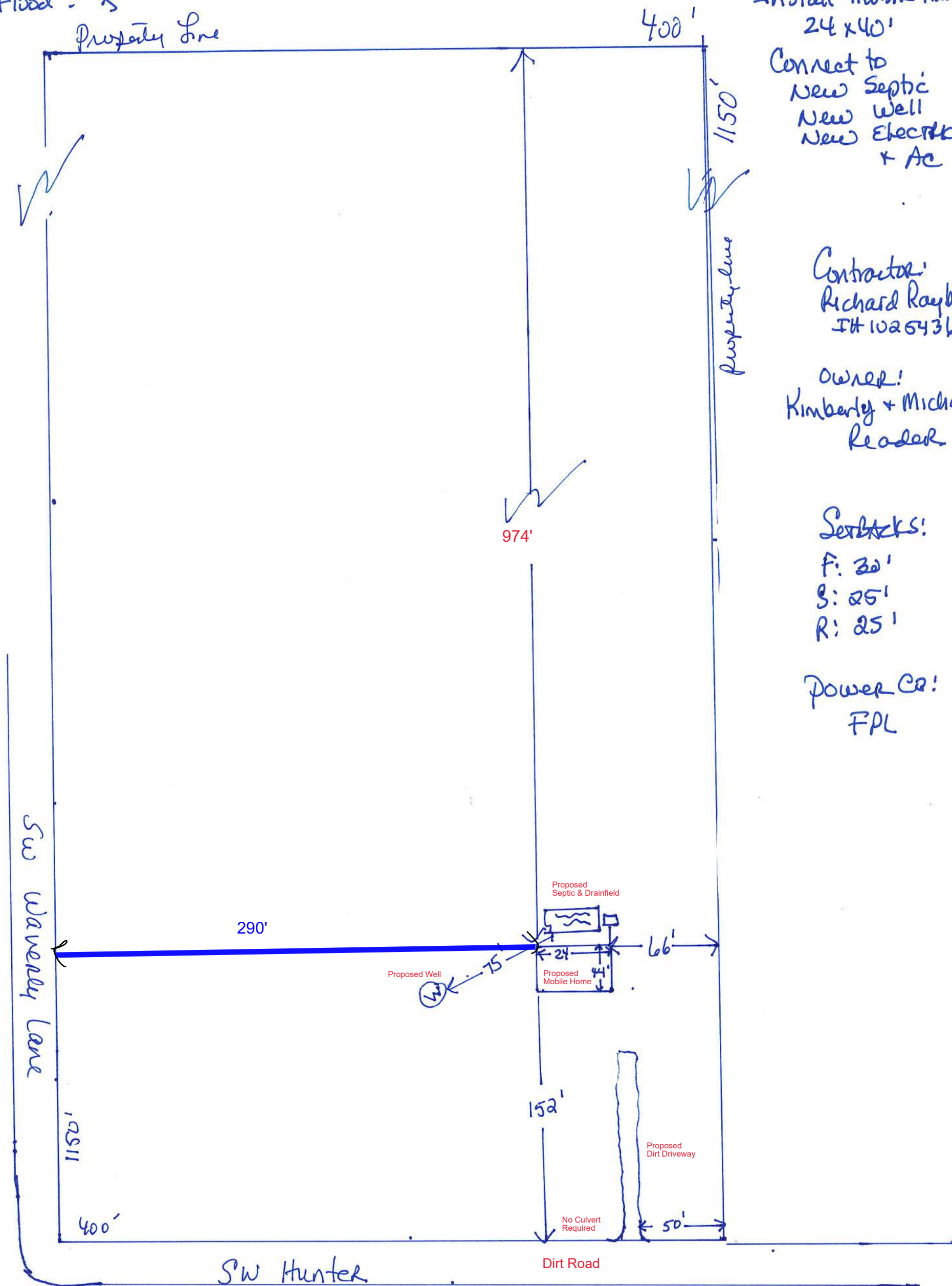
Setbacks:

F. 30'

3: 25'

R: 25'

Power Co!  
FPL





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

MOBILE HOME INSTALLERS LETTER OF AUTHORIZATION

I, RICHARD RAYBORN, give this authority for the job address show below  
Installer License Holder Name

only, 1459 New Ogden Loop, LAKE CITY, FL 32055, 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	Authorized Person is... (Check one)
Christina Cantrell		<input checked="" type="checkbox"/> Agent <input type="checkbox"/> Officer <input type="checkbox"/> Property Owner
		<input type="checkbox"/> Agent <input type="checkbox"/> Officer <input type="checkbox"/> Property Owner
		<input type="checkbox"/> Agent <input type="checkbox"/> Officer <input type="checkbox"/> Property Owner

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)      IH 1025436      10-18-23  
License Number      Date

NOTARY INFORMATION:

STATE OF: Florida COUNTY OF: Citrus

The above license holder, whose name is Richard Rayborn,  
personally appeared before me and is ~~known by me~~ or has produced identification  
(type of I.D.) \_\_\_\_\_ on this 18 day of Oct, 2023.

NOTARY'S SIGNATURE

(Seal/Stamp)

