

**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 #

36-55-15-00488-071

Subdivision

Spring Hill

Lot# 5

- New Mobile Home \_\_\_\_\_ Used Mobile Home ☒ MH Size 16x80 Year \_\_\_\_\_
- Applicant Isaiah Cully Phone # 386 867 0086
- Address 618 W Duval Lake City FL 32055
- Name of Property Owner Jonathan Morris Phone# 386-288-1188
- 911 Address \_\_\_\_\_
- Circle the correct power company - FL Power & Light - Clay Electric  
(Circle One) - Suwannee Valley Electric - Duke Energy
- Name of Owner of Mobile Home Isaiah Cully Phone # 386-867-0086  
Address \_\_\_\_\_
- Relationship to Property Owner \_\_\_\_\_
- Current Number of Dwellings on Property \_\_\_\_\_
- Lot Size \_\_\_\_\_ Total Acreage 1.045 AC
- 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 \_\_\_\_\_
- Name of Licensed Dealer/Installer Robert Shepard Phone # 386 623-0203
- Installers Address 6355 SE CR 245 Lake City FL 32025
- License Number TH1025386 Installation Decal # 49976



**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](http://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.

☐ **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

☐ **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**

**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>.



# Mobile Home Permit Worksheet

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

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

## POCKET PENETROMETER TEST

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

X 1600 X 1600 X 1500

### 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 1500 X 1500

### TORQUE PROBE TEST

The results of the torque probe test is 250 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 the points where the torque test reading is 275 or less and where the mobile home manufacturer may requires anchors with 4000 lb holding capacity.

BS Installer's initials

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

Installer Name

Robert Sheppard

Date Tested

6-19-20

### 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. 29

### 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

### Site Preparation

Debris and organic material removed ☒ Swale ☐ Pad ☒ Other ☐

### Fastening multi wide units

Floor: Type Fastener: 1 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: \_\_\_\_\_ Installed: \_\_\_\_\_  
Pg. \_\_\_\_\_ 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 6-19-20



# Mobile Home Permit Worksheet

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

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

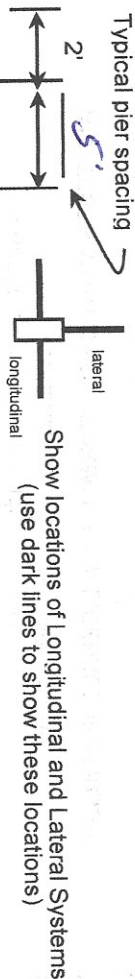
Installer: Robert Sheppard License # TH1025386

Address of home being installed \_\_\_\_\_

Manufacturer Fleetwood Length x width 16x80

**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



marriage wall piers within 2' of end of home per Rule 15C

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 # 49976

Triple/Quad ☐ Serial # \_\_\_\_\_

## PIER SPACING TABLE FOR USED HOMES

Load bearing capacity (sq in)	Footer size (256)	18 1/2" x 18 (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'
1500 psf	4'6"	6'	7'	8'	8'	8'
2000 psf	6'	8'	8'	8'	8'	8'
2500 psf	7'6"	8'	8'	8'	8'	8'
3000 psf	8'	8'	8'	8'	8'	8'
3500 psf	8'	8'	8'	8'	8'	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

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 \_\_\_\_\_

### 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

### 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 1101

### OTHER TIES

Sidewall \_\_\_\_\_ Number 26  
Longitudinal \_\_\_\_\_  
Marriage wall \_\_\_\_\_  
Shearwall \_\_\_\_\_





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 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
Barbara Cully		IKonstruction LLC

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) IH1025386 License Number 6-19-20 Date

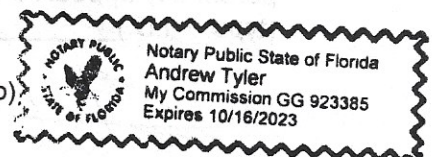
NOTARY INFORMATION:

STATE OF: Florida 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 19 day of June, 2020.

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

MOBILE HOME INSTALLERS LETTER OF AUTHORIZATION

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

only, Plum St, 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)
Isarah Cully		<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.

Robert Sheppard  
License Holders Signature (Notarized)

IH1025386  
License Number

6-19-20  
Date

NOTARY INFORMATION:

STATE OF: Florida 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 19 day of June, 2020.

[Signature]  
NOTARY'S SIGNATURE

