



Gilchrist County Community Development

209 SE First Street Trenton, FL 32693

Phone: (352) 463-3173 Fax: (352) 354-9113

Monday - Thursday 8:00 a.m. - 5:00 p.m./Closed on Fridays

Mobile Home Permitting Guide

Used Mobile Home Pre-inspection

Used mobile homes must be pre-inspected by our inspector.

This fee must be paid prior to inspection.

All other fees are paid during the Move-on permitting process.

In County \$ 75
 Adjacent Counties \$100
 Other: \$1 per map mile round trip

Planning, Zoning, Driveway, & Addressing

Where: Gilchrist County Building Department

Contact Person: Belinda Wilkerson

You will need: Land Use Compliance Application, Survey, & Recorded Copy of the Deed

After you have submitted your Land Use Compliance application the Gilchrist County Road Department will do a driveway inspection. This could take up to 3 business days. You must complete any work and obtain a final approval before your move-permit will be issued. Please contact the Road Department, if you have any questions (352) 463-3223.

Septic Permit

Where: Gilchrist County Health Department

Contact: (352) 463-3120 (#3) 201 NE First Street Trenton, FL 32693

You will need to obtain a Septic Permit prior to being issued a move-on permit. You must contact the Gilchrist County Health Department for their fee schedule.

Mobile Home Set-up paperwork

Where: Gilchrist County Building Department

Contact: (352) 463-3173

You will need a state certified installer to complete set-up paperwork. Your installer will need to have this paper work notarized. These forms must approved by our mobile home inspector. All other paperwork above must be submitted before your move-on paperwork will be approved.

Move-on Permitting & Fees

Upon completion/approval of above steps you will pay fees.

Impact Fee	\$3,500 (Suspended 12/5/2011)
Planning, Driveway, 911 Addressing	\$ 110
Move-on Permit	\$ 135
Electric & HVAC	\$ 190
Surcharge (3% of fee with \$4 min)	\$ 5.70

You will receive 2 permits. One permit must be posted in the window of your mobile home until you receive final approval. You must take one to your electric company to apply for power. You must have your 911 address posted prior to requesting inspection. Please see inspection checklist and process.

You must have a move-on permit prior to moving mobile home, failure to do so will result in double permitting fees.

This information should be used as a guide. Additional steps and fees may be required.

Mobile Home Application Checklist

- Pre-inspection if pre-owned
- Planning/Zoning Approval
- Driveway Approval
- Health Department Approval
- Mobile Home Set-up Forms

Mobile home set up forms must be complete and notarized. Mobile Home Installation forms and Pre-Inspections must be approved by the Building Inspector.



Mobile Home Pre-Inspection Compliance Application

Person Requesting Inspection	
Contact Number	
Address of Mobile Home	
Purchaser of Mobile Home	

Year of mobile home: _____

Description of mobile home: _____

double-wide single-wide triple-wide quad-wide

Location of data plate: _____

Do we need to contact anyone prior to doing inspection? Yes No

If yes, Name of person to contact: _____ Phone: _____

If MH is at a dealer, name of sales person to contact: _____ Phone: _____

Directions to mobile home:

Office Use Only Mobile Home Pre-inspection Results

- Approved
- Approved and Compliance Permit Needed \$125.00 permit attached
- Additional Information or Work Needed (See Notes)

Notes: _____

Inspection Date: _____ Inspector: _____

Compliance Requirements

C= Compliant NC= Noncompliant
Gilchrist County Code Ordinance
Sec. 18-5. Minimum requirements.

(a) The minimum requirements for used manufactured buildings shall be as set forth in this section.

(b) *Fire safety.*

(1) All manufactured buildings manufactured since January of 1968 shall have an approved smoke detector(s) properly located outside of each sleeping area of the manufactured building.

(2) Smoke detectors shall be installed to the product manufacturer's installation instructions.

(c) *Electrical.*

(1) Every unit shall have a complete electrical system.

(2) Distribution panelboards shall be properly installed, complete with required breakers/fuses, with all unused openings properly covered. All connections are to be checked for tightness, and all panels shall be accessible. Distribution panelboard may be located in a closet provided there is at least 6 inches of space between the panelboard and any easily ignitable materials.

(3) All electrical fixtures shall be properly installed, wired and supported. Aluminum conductors shall be connected to approved listed devices.

(4) All grounding conductors shall be secured to the proper locations and/or connector on the fixture or device.

(d) *Plumbing.*

(1) All plumbing fixtures shall be protected with approved and workable traps.

(2) Plumbing fixtures shall be properly vented and fixtures shall be in workable condition.

(3) Relief valve on water heater shall have sufficient room to operate, and shall have unthreaded 3/4-inch drain pipe extended beneath the manufactured building.

(4) Drainage piping shall be complete. Piping shall be supported properly and not constitute a hazard.

(5) Water piping shall not be bent or kinked so as to retard the flow of water. Each fixture shall be connected to water piping.

(e) *Heating and air conditioning.*

(1) All required cooking and heating appliances shall be properly anchored and connected in place.

(2) If the home has deleted heating system, drop-outs must be installed for connecting exterior system.

(3) All homes with central heating and/or cooling shall have operable thermostat.

(4) Air registers shall be operable.

(5) Ducts shall be sealed at openings and shall not be crushed or missing.

(6) Gas furnace and water heating vents shall be properly installed and secured to appliance.

(7) There shall be proper return air to furnace, exterior heat/AC units and all rooms.

(8) Range and bathroom ceiling vents shall be complete and vented to outside.

(9) All gas appliances shall be connected with an approved shut-off valve, if building was manufactured after May of 1975.

(f) *Construction.*

(1) Exterior exit doors, including sliding glass, shall be in good working order.

(2) Exterior doors shall have operable locks.

(3) All manufactured buildings manufactured after January of 1975 shall have an exterior egress door or an operable egress window located in each sleeping room with an opening of 22 inches in its shortest measurement.

(4) All windows and window operators shall be operable. Missing glass shall be replaced.

(5) Screens shall be required on each window capable of being opened.

(6) All holes in the floor and damaged flooring, and all broken decking and floor joists shall be repaired or replaced.

(7) Missing interior paneling shall be replaced and bowed or loose paneling shall be secured.

(8) Bottom board shall be made rodent proof throughout and securely sealed. Missing insulation from exposed areas shall be replaced.

(9) When visible structural damage caused by water leaks is apparent, repairs and corrections are to be completed to assure leaks have been corrected.

(10) All over-the-roof tie-down straps shall be free of damage. Frame ties and blocking on all used single and double wide homes shall be as required in the amended Rules of the Division of Motor Vehicles, Chapter 15C-I, if the manufacturer's setup requirements are not available. Splices of strap shall overlap at least 12 inches and be secured with 2 seals. All tie points shall be used.

(Ord. No. 02-04, § 1, 3-18-2002)

NOTES: _____

INSPECTOR _____ DATE: _____

APPROVED NOT APPROVED

PERMIT WORKSHEET

PERMIT NUMBER _____

Installer _____ License # _____

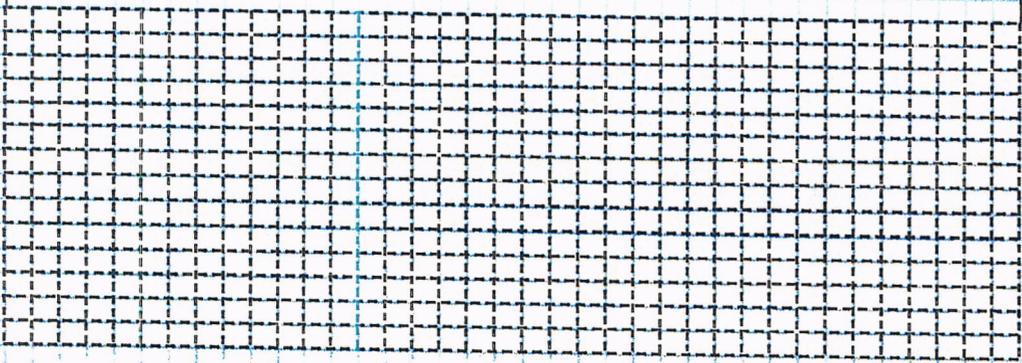
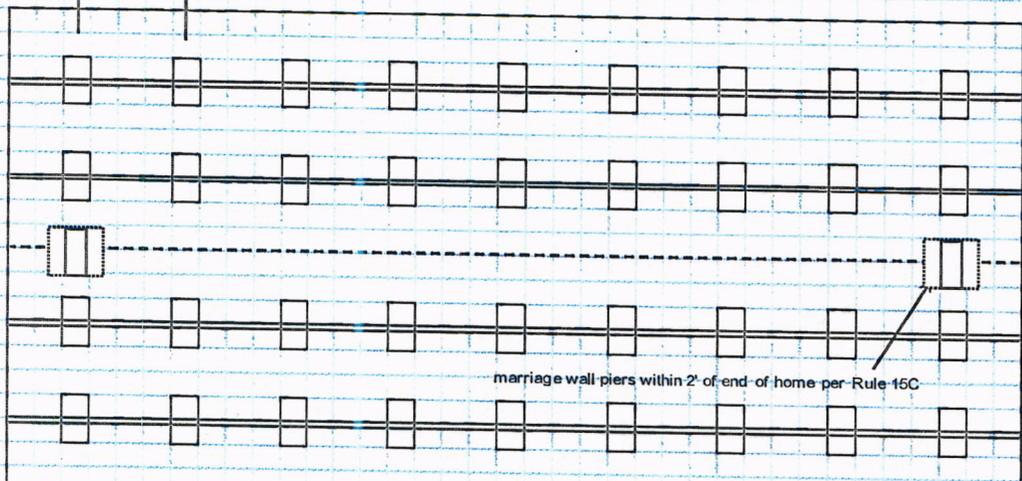
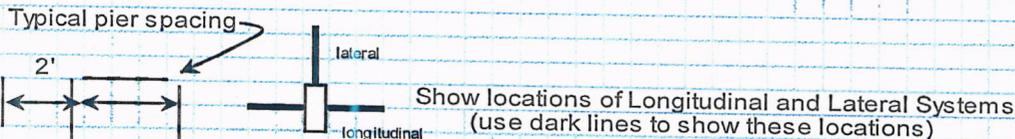
Address of home being installed _____

Manufacturer _____ Length x width _____

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 _____



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 # _____

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'
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 _____
 Perimeter pier pad size _____
 Other pier pad sizes (required by the mfg.) _____

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 _____

OTHER TIES

	Number
Sidewall	_____
Longitudinal	_____
Marriage wall	_____
Shearwall	_____

PERMIT NUMBER

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 requires 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 _____ 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 _____ Date _____



Gilchrist County Building Department Mobile Home Permitting

Please complete all information below

Decal Number:

Licensed Mobile Home Installer	
License Number	
Company Name	
Phone	()
Address	

MOBILE HOME INSTALLER AFFIDAVIT

As per Florida Statutes Section 320.8249 Mobile Home Installers License:

Any person who engages in mobile home installation shall obtain a mobile home installers license from the bureau of Mobile Home and Recreational Vehicle Construction of the Department of Highway Safety and Motor Vehicles pursuant to this section. Said license shall be renewed annually, and each licensee shall pay a fee of \$150. I above stated do hereby state that the installation of the manufactured home at _____ will be done under my enclosed address will be under my supervision.

 Installer Signature (printed name above) Date
 Sworn to and subscribed before me this ____ day of _____ A. D. 20____
 Notary Public Signature _____
 Stamp:

Mobile Home installers must have current copy of license on file with Gilchrist County in order to obtain permits.

Gilchrist County issues combination permits for mobile homes. It is necessary that we have documentation of the subcontractors who actually do the trade specific work unless the work is done by the owner.

Electric

Qualifier	
License Number	
Company Name	
Phone	()
Address	
Installer Signature:	Date:

HVAC

Qualifier	
License Number	
Company Name	
Phone	()
Address	
Installer Signature:	Date: