

Gilchrist County Building Permitting Guide

Mobile Home



Step 1- Pre-Inspection for Used Mobile Homes

Where: Gilchrist County Building Department
209 SE 1st Street Trenton, FL 32693
Phone: (352) 463-3173

If mobile home is used, you will need to have the home pre-inspected by our Building Official. The pre-inspection is \$1 per round trip mile. This must be paid in advance. The mobile home must be open for the inspector. Mobile homes are required to have a data plate showing Wind Zone 2. That plate is usually found inside a kitchen cabinet, bedroom closet or electrical box.

Step 2- Land Use Compliance

Where: Gilchrist County Building Department
209 SE 1st Street Trenton, FL 32693
Phone: (352) 463-3173

You will need:

- ✓ Recorded Copy of Deed
- ✓ Survey
- ✓ Land Use Application



Submit your Land Use Application and required documents above. Your information will be reviewed. Depending on your zoning, additional steps may be needed. You will be contacted if that is necessary. If you live in or near a flood zone, you will need to contact Suwannee River Water Management at (386) 362-1001. Land Use approval will be contingent on any of these required steps. You will receive orange flags to place in your proposed or existing driveway. Your application will be sent to our 911 Addressing/Verification.

Step 3 - Driveway

Where: Gilchrist County Road Department
Phone: (352) 463-3223 or
FDOT (352) 493-6861

You will need:

- ✓ Driveway flagged

If your driveway is accessed from a County maintained road, your Land Use Application will be sent to the County Road Department. The Road Department will inspect your existing or proposed driveway and contact you if work is needed. After completion of any work, you will need to schedule a final inspection. The Road Department will send final approval to the Building Department. Driveways that are accessed from a State Road will require a FDOT permit. Please contact FDOT for their requirements.

Step 4- Septic Permit

Where: Gilchrist Health Department Environment Health
119 NE 1st Street Trenton FL.
Phone: (352) 463-3120

You will need:

- ✓ Land Use Compliance

Once your Land Use Compliance has been approved, we will send to the Health Department. Please contact Health Department for information for permitting.

Step 5- Plan Submission

Where: Gilchrist County Building Department

You will need:

- ✓ Mobile Home Permit Application
- ✓ Mobile Home set-up paperwork completed by a Licensed Installer

MOVE-ON PERMIT REQUIRED PRIOR TO MOVING MOBILE HOME. FAILURE TO OBTAIN PERMITS COULD RESULT IN FINES.

After completing steps 1-4 you can submit the Mobile Home permit application with set-up paperwork. If property is in a "SPECIAL FLOOD HAZARD AREA", an engineered foundation is required and "Construction" & "Final" elevation certificates. All contractors must have current license and insurance up to date with the Gilchrist County Building Department. Review of application can take up to 5 business days. Once approved you will receive the Move-On Permit, Stamped plans, and 911 sign. You can take your permit to electric company to make application for power. 911 sign must be posted prior to first inspection.

Step 6- Inspections

Inspection Requests – Must be called in and left on the automated system at (352) 463-4171. You will need to leave the following information:

- ✓ Name of Owner
- ✓ Inspection Site Address
- ✓ Type of inspection
- ✓ Name and contact number of person(s) requesting inspection

Inspection request(s) received by 9:00 p.m. are normally placed on the next business day's schedule. No inspections are done on Friday(s). Results are normally available the morning after the inspection has been done.

Two inspections are required unless a special foundation is installed.

First Inspection

- ✓ Septic tank and well installed and connect to home (well electric to code).
- ✓ Code compliant steps and landings installed at all home exterior doors.
- ✓ Mobile home tongue and running gear removed.
- ✓ Electric pole or pedestal installed to NEC code and connected to home.
- ✓ All plumbing, waste/water and potable connected.
- ✓ A/C package or split system anchored to pad with ducts installed & electric connected.
- ✓ Back-flow preventers on all exterior hose bibbs.
- ✓ Home must be unlocked for inspector.

Final Inspection

- ✓ Approved skirting must be installed around complete perimeter of home.
- ✓ All items not completed on 1st inspection must be approved.
- ✓ Once final inspection has been approved the Building Department will contact power company and release power.