



City of Lake City - Growth Management
173 NW Hillsboro St. Lake City, FL 32055
Ph: 386-719-5750 Email: Permits@lcfla.com

MOBILE HOME INSTALLATION PERMIT

Permit #: _____

CONSTRUCTION UNDER THIS PERMIT SHALL BE DONE IN ACCORDANCE WITH FAC 15-C1

Site Address: _____

Legal Description (Section/Block/Lot): _____

Parcel ID: _____

Owner's Information

Name: _____

Email: _____

Phone: _____

Address: _____

Mobile Home Installer Information

Name: _____

Email: _____

Phone: _____

Address: _____

Mobile Home Installer Certificate Issued by FLHSMV: _____

APPLICATION MUST BE SIGNED AND NOTARIZED BY THE OWNER, MOBILE HOME INSTALLER, AND CONTRACTOR

Owner Signature

Date

Print Name

Notary Public, State of Florida

[NOTARIAL SEAL]

STATE OF FLORIDA, County of _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this ____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.

Mobile Home Installer Signature

Date

Print Name

Notary Public, State of Florida

[NOTARIAL SEAL]

STATE OF FLORIDA, County of _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this ____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.

Contractor Signature

Date

Print Name

Notary Public, State of Florida

[NOTARIAL SEAL]

STATE OF FLORIDA, County of _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this ____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.

FOR OFFICE USE ONLY

PERMIT FEE \$ _____

Rec'd by: _____



Building Department CHECKLIST FOR MOBILE HOME PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and pin number
- Site address
- Legal description
- Parcel ID
- Owner's information
- Mobile Home Installer's information
- Notarized Owner and Mobile Home Installer signature

PLANS AND DOCUMENTS - Please provide electronic copies:

- Mobile Home installation instructions by manufacturer
- Pier detail
- Driveway location map, if applicable
- Site plan showing location of lot within development
- Installation Manual
- Owner's Manual
- Installation Worksheet
- Mobile Home Inspection Report, required only on used mobile homes
- Sub-contractor agreements for mechanical, electrical and plumbing
- Debris Affidavit
- State product approvals for all accessories used in the installation
- Recorded Notice of Commencement for work valued at \$5,000 or more.
(NOC must be submitted to permitting prior to scheduling the first inspection.)

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.



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Rules Of Department of Highway Safety and Motor Vehicles Division of Motor Vehicles Chapter 15C-2 General Rules and Procedures for the Bureau of Mobile Home and Recreational Vehicle Construction

15C-2.0072 Setup Operation by Licensed Dealers, Manufacturers and Installers.

- 1) Mobile/manufactured home dealers, manufacturers and installers licensed by the department are authorized to acquire local building permits and may subcontract with licensed installers and/or licensed subcontractors to perform any portion of the installation which renders the home fit for habitation. Mobile/manufactured home dealers, manufacturers and installers, who have met the requirements of section 320.8249, F.S., may perform setup operations as prescribed in section 320.822(14), F.S. Florida licensed manufacturers and dealers are not required to acquire local building permits to perform warranty service.
- 2) Prior to a mobile/manufactured home or park trailer being moved to the site for setup, the installer, dealer or manufacturer shall assure that the necessary permits have been obtained from the local building department and that the state installation decal required by section 320.8249(14), F.S., is affixed to the mobile/manufactured home.
- 3) Setup operation of new mobile/manufactured homes and park trailers shall be performed in compliance with the installation instructions which are required to be provided by the manufacturer with each mobile/manufactured home and park trailer. Installation standards for used mobile/manufactured homes and park trailers shall be in compliance with the manufacturer's installation instructions if available. If not available, used mobile/manufactured homes and park trailers shall comply with the provisions of Rule 15C-1.010, F.A.C. 10
- 4) Utility connections of a mobile/manufactured home or park trailer by the licensed installer, dealer or manufacturer shall include the following:
 - a) The connection of electrical conductors between expandable or multi-wide units but not the main power source.
 - b) Sewer connection drainage shall include the connecting of all drainage dropouts underneath the mobile/manufactured home or park trailer to an existing sewer tap or septic tank.
 - c) Potable water connection shall include the connecting from the potable water connection on the mobile/manufactured home or park trailer to an existing water meter, water tap or other independent water supply system.
- 5) All work performed at the setup site shall be inspected by the local building official, including setup operation performed by a licensed dealer, manufacturer or installer. A

Certificate of Occupancy shall be issued by the local building department only after ascertaining that all work performed is in compliance with this rule and applicable codes. Violations by Florida licensed dealers, manufacturers and installers shall be reported in writing to the Division of Motor Vehicles. Violations shall be investigated and appropriate action taken by the department.

- 6) Structural additions, including, but not limited to add-a-rooms, roof-overs, porches and carports, when attached to an existing unit shall have provisions for piers or be blocked or otherwise supported under the existing unit so that all loads are transferred directly to the ground. This requirement shall not apply if the added structure is free standing and self-supporting with only the flashing attached or if the added unit is being designed to be married to the existing unit. All additions shall be constructed in compliance with State and locally adopted building codes.
- 7) Only those dealers, manufacturers and installers licensed under the provisions of this rule shall inspect blocking and tie downs on existing occupied or previously installed 11 mobile/manufactured homes. Any changes in blocking or tie downs shall be under the guidelines specified in this rule.

Specific Authority 320.011, 320.8249 FS. Law Implemented 320.822(14), 320.77, 320.8285, 320.8325 FS. History - New 5-13-93, Amended 4-8-99.