



DEPARTMENT OF GROWTH MANAGEMENT
205 North Marion Avenue
Lake City, Florida 32055
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MANUFACTURED HOME APPLICATION CHECKLIST

AN INSPECTION MUST BE APPROVED WITHIN 180 DAYS AFTER PERMIT ISSUANCE OR YOUR PERMIT IS NOT VALID.

- Review Process for Manufactured Home Applications**-All of the information in this packet must be completely filled out. The packet is then submitted to Growth Management for review. When the review process is complete, the applicant will be contacted to then pull the Manufactured Home Permit. **Manufactured Homes can only be set up by a Licensed Installer and the permits must be pulled by an authorized person.**
- Used Manufactured Homes.** All used manufactured homes placed or relocated in Lake City 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 Wind Zone III cannot be moved or set up in Lake City. Most Manufactured homes built before 1976 do not meet these requirements therefore cannot be placed or set up in this city. **When coming from another city or county, have that city or county inspector complete our pre-inspection form or this form can be completed by a Florida licensed home inspector.** Then return the form to the Growth Management Department before the permit will be issued.
- Site Plan.** FOLLOW THE SITE PLAN CHECKLIST, included in this packet.
- Check one of the following: Manufactured Home, Residential Design Manufactured Home Standard Design**
- 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 online at http://q2.columbia.floridapa.com/GIS/Search_F.asp.
- Driveway Connection** (Separate Access/Driveway Permit Application for City Streets) If the property will have access from a state-maintained road, then an approved application for driveway access from F.D.O.T. or access from a Columbia County maintained road 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* Manufactured 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.
- Lake City Utilities Sewer Tap Approval.** This will be verified by the Utility Department upon application for tap
- Lake City Utilities Water Tap Approval:** This will be verified by the Utility Department upon application for tap and meter

INFORMATION

Flood Information. All projects within a FEMA designated Floodway or Flood Zone (A or AE), where the base flood elevation (100-year flood) has been established shall comply with the requirements of Article 8 of the Lake City Land Development Regulations. Any project located within a flood zone where the base flood elevation (100-year flood) has not been established shall also comply with the requirements of Article 8 of the Lake City Land Development Regulations. **Certified Finished Floor Elevations Will Be Required For Any Project Where The Base Flood Elevation (100 year flood) Has or Has Not Been Established.**

***All dwellings must be placed two (2) feet above the Base Flood Elevation.**

(a) Cost of Manufactured Home Permit. The fee associated with your size Manufactured home SW=\$325.00, DW=\$375.00, TW=\$425.00;

PERMIT APPLICATION / MANUFACTURED HOME INSTALLATION APPLICATION

For Office Use Only

Zoning Official _____ Building Official _____

AP# _____ Date Received _____ By _____ Permit # _____

Flood Zone _____ Development Permit _____ Zoning _____ Land Use Plan Map Category _____

Comments: _____

APPLICANT TO COMPLETE

FEMA Map# _____ Elevation _____ Finished Floor _____ FZ _____ 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 City In City Sub VF Form

Property ID # _____ Subdivision _____ Lot# _____

- New Mobile Home _____ Used Mobile Home _____ MH Size _____ Year _____
- Applicant _____ Phone # _____
- Address _____
- Name of Property Owner _____ Phone# _____
- 911 Address: _____
- Check the correct power company - FL Power & Light Clay Electric
- Name of Owner of Mobile Home _____ Phone # _____
Address _____
- Relationship to Property Owner _____
- Current Number of Dwellings on Property _____
- Lot Size _____ Total Acreage _____
- Do you have: Existing Drive Private Drive Culvert
- Is this Mobile Home Replacing an Existing Mobile Home Yes No
- Name of Licensed Dealer/Installer _____ Phone # _____
- Installers Address _____
- License Number _____ Installation Decal # _____

Check one of the following: **Manufactured Home, Residential Design** **Manufactured Home, Standard Design**

Manufactured Home Permit

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 require 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 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. _____

Installer Signature _____ Date _____

Application Number: _____ Date: _____

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 bottom board 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

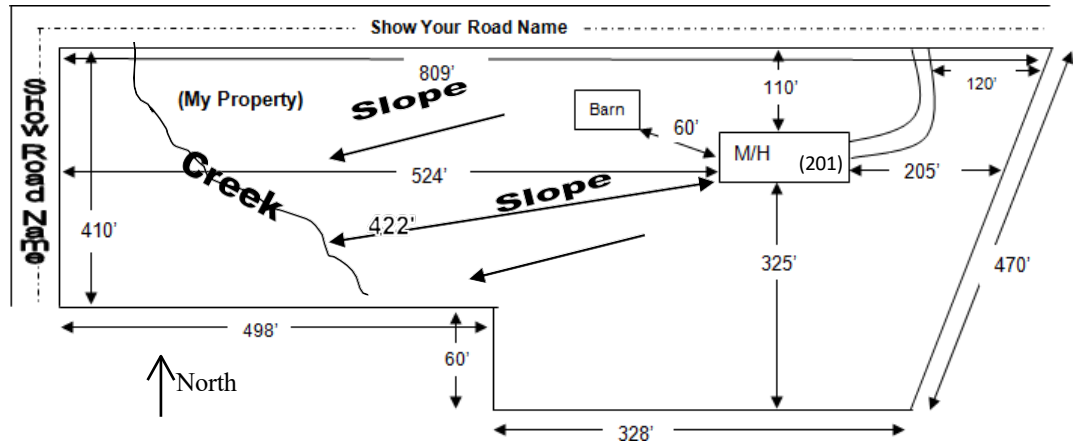
SITE PLAN CHECKLIST

- _____ 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.



MANUFACTURED HOME INSTALLATION SUBCONTRACTOR VERIFICATION FORM

APPLICATION NUMBER _____ CONTRACTOR _____ PHONE _____

THIS FORM MUST BE SUBMITTED PRIOR TO THE ISSUANCE OF A PERMIT

In the City of Lake City, each sub-contractor shall apply for their own permit and shall provide a copy of their contractor license, evidence of workers' compensation or exemption, general liability insurance and a valid Business Tax Receipt (Occupational License)

ELECTRICAL	Print Name _____ Signature _____ License #: _____ Phone #: _____ <div style="text-align: right;"><input type="checkbox"/> Qualifier Form Attached</div>
MECHANICAL/ A/C _____	Print Name _____ Signature _____ License #: _____ Phone #: _____ <div style="text-align: right;"><input type="checkbox"/> Qualifier Form Attached</div>

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

**PRELIMINARY USED MANUFACTURED
HOME INSPECTION REPORT**

This form shall be completed and submitted for approval to Growth Management and approved prior to permit being issued or MH delivered to site.

DATE RECEIVED _____ BY _____ IS THE M/H ON THE PROPERTY WHERE THE PERMIT WILL BE ISSUED? _____

OWNERS NAME _____ PHONE _____ CELL _____ ADDRESS _____

MANUFACTURED HOME PARK _____ SUBDIVISION _____

DRIVING DIRECTIONS TO MANUFACTURED HOME _____

MANUFACTURED HOME INSTALLER _____ PHONE _____ CELL _____
MANUFACTURED HOME INFORMATION

MAKE _____ YEAR _____ SIZE _____ X _____ COLOR _____

SERIAL No. _____ MH, RESIDENTIAL DESIGN _____ MH STANDARD DESIGN _____

WIND ZONE II Wind Zone III **NO WIND ZONE I ALLOWED**

INSPECTION STANDARDS

INTERIOR:

Smoke Detector	Operational	Missing			Locations:
Floors	Solid	Weak	Holes		Location:
Doors	Operable	Damaged			Locations:
Walls	Solid	Structurally Unsound			Locations:
Windows	Operable	Inoperable			Locations:
Plumbing Fixtures	Operable	Inoperable	Missing		Locations:
Ceiling	Solid	Holes	Leaks Apparent		Locations:
Electrical (Fixtures & Outlets)	Operable	Exposed Wiring	Outlet Covers Missing	Light Fixtures Missing	Locations:

EXTERIOR:

Walls	Siding	Loose Siding	Structurally Unsound	Not Weathertight	Needs Cleaning	Locations:
Windows	Cracked/Broken Glass	Screens Missing	Weathertight			Locations:
Roof	Appears Solid	Damaged				Locations:

Interior pictures of all rooms showing all walls and ceilings and exterior pictures of all sides and roof required.

STATUS

APPROVED _____ WITH CONDITIONS: _____

NOT APPROVED _____ NEED RE-INSPECTION FOR FOLLOWING CONDITIONS _____

SIGNATURE _____ ID NUMBER _____ DATE _____

Article VII. MINIMUM STANDARDS

1. No manufactured home shall be issued a permit for occupancy as a permanent residence unless it has a minimum of 450 square feet of net living area (not including garages, carports, porches, balconies, storage areas or cabanas). It shall be unlawful to join together two or more such homes for residential purposes when not intended by the manufacturer.
 2. No manufactured home shall be issued a permit for occupancy as a permanent residence in City of Lake City unless it measures at least 10 feet in width, including attached additions.
 3. No new or used manufactured home shall be issued a permit for setting up or occupancy as a permanent residence unless the same shall meet at least one of the following codes:
 - a. The Federal Mobile Home Construction and Safety Standards for single family mobile homes, promulgated by the Department of Housing and Urban Development; or
 - b. The minimum housing code of City of Lake City, if applicable; and meet the following requirements:
 - (1) The unit is in clean and sound condition; and
 - (2) All windows are in place with no broken panes; and
 - (3) The unit has and operates from an electric meter separate from any other unit.
 - (4) The outdoor electrical panel box is in proper working order and the service entrance conductors are no less #8-gauge aluminum wire or equivalent copper; and
 - (5) All heating equipment where applicable is or appears to be in proper working order; and
 - (6) All egress doors shall have a set of steps providing access to the unit is in place; and
 - (7) All exterior doors and door hardware are in place; and
 - (8) Properly working washing machine connections are in place, if applicable; and
 - (9) There are smoke alarm systems, which is or appears to be in proper working order.
1. All permits issued pursuant to this Ordinance or a copy thereof shall be displayed in the window next to the front door of the manufactured home.
 2. All used manufactured homes placed or relocated in the City of Lake City 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 wind zone III cannot be moved into the City of Lake City. Most homes built before 1976 do not meet wind zone II requirements therefore cannot be placed or set up in the City of Lake City.

AFTER THE PERMIT HAS BEEN ISSUED

FINAL POWER RELEASE FOR MANUFACTURED HOMES

- 1.** The final inspection of blocking, tie downs, electrical, plumbing, HVAC, and culvert / driveway connection, must be requested and passed. Please call the Growth Management at (386)758-1008 to request an inspection. Make sure you have the permit number when you call. Please call and give at least 24 hours' notice. All the above inspections may be scheduled and made at one time, except the skirting inspection which will be with the Final Inspection.
- 2.** Upon all Permits and inspections being satisfactorily completed and closed, the power company will be notified by Growth Management for connection and/or meter set.
- 3.** If your property is located in a Flood Way or Flood Zone, we will need a certified finished floor elevation from the surveyor before the power can be release