



**SANTA ROSA COUNTY  
DEVELOPMENT SERVICES**

6051 Old Bagdad Highway, Suite 202 | Milton, Florida 32583

**Checklist for Mobile Home Installation**

1. Completed application
2. Septic tank permit or existing septic tank release letter from the Department of Health (850.983.5275) or a copy of your sewer tap receipt
3. Water tap receipt from the company providing waterservice
4. If you live in one of the fire districts listed below a fire impact fee is required to be paid, and documentation of the payment is required before a permit can be issued.
  - a. Avalon Fire District (850.994.4445)
  - b. Holley/Navarre Fire District (850.939.5236)
  - c. Midway Fire District (850.934.4765)
5. A plot plan with dimensions will be required showing the location of the mobile home, in relation to the property lines, road and driveway location, and any other structures located on the parcel of land.
6. A scaled drawing of all pier block locations, foundation, or footer dimensions
7. A Soil Load Bearing Capacity at the installation site (compaction test)
8. One copy of the pertinent pages from the installation manual or the original installation manual
9. If the property is located within a designated flood prone area a “Wet Set” (permanent) foundation will be required and a certified elevation certificate will be required after the mobile home is situated on the property. For more information, please contact the floodplain manager at 850.981.7029.

Block and Tie Down Permit (Includes Zoning Fee)	\$100.00
Site Permit	\$85.00
Electrical Permit	\$64.00
Mechanical Permit	\$64.00
Gas Permit	\$64.00
Plumbing Permit	\$64.00
Driveway Permit (Must apply separately through Public Works)	No Fee

**\*\*Only Zone II and Zone III Mobile Homes are allowed in Santa Rosa County\*\***

Mobile homes constructed after July 13, 1994, must be identified for zone II or zone III classification on the data plate, deed or title. The inspector will need to enter the mobile home to verify this classification.

**Mobile homes must be blocked and tied down by a licensed mobile home installer; however, an owner of a mobile home may purchase the permit on behalf of the installer once the plan review has been approved.**

Owners of the mobile home can purchase the block and tie permit, but a Licensed mobile home installer must perform the block and tie and their license information must be listed on the application.

**To obtain the certificate of occupancy and get power released to the utility company:**

- Final inspections must pass on all permits including:
  - Building - The final block and tie down
  - Electrical - Exterior and interior panels
  - Plumbing - Connections to water and sewer
  - Mechanical - HVAC unit installation
  - Driveway - Coordinate the driveway permit and inspection with Public Works (850.626.0191)
- Other documentation/paperwork required:
  - The final septic tank permit approval must be received by the Department of Health
  - Elevation certificate if property is within a designated flood zone

Each permit holder must request their own inspection.

Once all inspections are scheduled, the final inspection can be conducted in one visit.

Stairs, handrails and/or guardrails **MUST** be installed.

The address **MUST** be posted on the exterior of the home.

Property Information

Property Owner: \_\_\_\_\_

Job Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_

Owner E-mail: \_\_\_\_\_

Mailing Address for Property Owner: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Include Plumbing Permit?  Yes or  No

Is this a corner lot?  Yes or  No

Name public water provider: \_\_\_\_\_

Job Information

Year of MBH construction: \_\_\_\_\_

Length: \_\_\_\_\_

Width: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Number of Bathrooms: \_\_\_\_\_

- Mobile Homes are identified by a sticker from the Department of Housing and Urban Development (HUD).
- Recreational Vehicles (RV's) are not allowed in Santa Rosa County for permanent residence.
- Modular Homes are identified by a sticker from the Department of Business and Professional Regulation (DBPR). HUD Homes and DBPR Homes are distinctively different units.

Driveway

Is the road:  County Paved  County Dirt  State  Private  City

Is the driveway:  New  Existing

What is the end of the driveway type:  Culvert  Swale  Curb & Gutter  Flat

Looking from the road toward your property, where is the driveway located?

Front  Right  Left  Center Side  Right  Left  Center  Circle Drive

Disclosure

**Florida Statutes 320.8249:** (1) Any person who installs a mobile home 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 as set by statute.

**Florida Administrative Code, Rule 15-C-2.0073:** (1) Installers License required. No person may perform manufactured/mobile home installation unless licensed by the department pursuant to Section 320.8249, F.S., regardless of whether that person holds a local installer's license or any other local or state license.

**Time limitation of application:** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the day of filing, unless such application has been pursued in good faith or a permit has been issued.; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extensions shall be requested in writing and justifiable cause demonstrated.

Contractor

Applicant: \_\_\_\_\_

Installer License #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Signature of Qualifier: \_\_\_\_\_

By signing you acknowledge the Disclosure above.

1. Santa Rosa County Ordinance # 98-17, Land Development Code, Article 6.05.07 (N)

*Skirting:* Skirting is required around the base of all mobile homes between the ground and bottom of the structure. Skirting shall be installed after all required inspections are conducted. A two (2) week period will be allowed after the inspections for the installation of skirting and will be verified by code enforcement.

2. Santa Rosa County Ordinance # 98-17, Land Development Code, Article 2.06.01

*Penalties:* Any person, firm or corporation who violates, disobeys, omits, neglects or refuses to comply with or who resist the enforcement of any of the provisions of this ordinance shall be punishable as a misdemeanor and fined accordingly (upon conviction, be fined up to \$500.00 or imprisoned for not more than sixty (60) days, or both, and in addition shall pay all costs and expenses involved in the case). Each day a violation exists shall constitute a separate offense. Nothing herein contained shall prevent Santa Rosa County from taking such other lawful action as is necessary to prevent or remedy any violation, including, but not limited to, civil action for injunctive relief.

3. State of Florida Administrative Code 15C-1.01031

Installation Standards for HUD Manufactured Homes and Park Trailers in Exposure "D" Areas: All HUD manufactured homes and park trailers constructed after July 13, 1994, that are located in Exposure "D", Wind Zone II or Wind Zone III, shall have a data plate affixed in the home by the manufacturer as proof that the home meets the design standards. In flood prone areas the foundation shall comply with the requirements set forth in the manual, Manufactured Home Installation in Flood Hazard Areas, FEMA 85/September 1985, published by the Federal Emergency Management Agency (FEMA) and hereby incorporated by reference. All installations of mobile/manufactured homes shall be performed by either a licensed installer, dealer installer or manufacturer installer.

\_\_\_\_\_  
Date Homeowner's Signature

**Mobile/Manufactured Home Installation Information**

Installation Manual  15C-1 (State Manual)

Manufacturer's Name: \_\_\_\_\_

Roof Zone \_\_\_\_\_ Number of Sections \_\_\_\_\_ Wind Zone \_\_\_\_\_

Year \_\_\_\_\_ Serial Number \_\_\_\_\_

**Site Preparation**

Debris and Organic Material Removal \_\_\_\_\_ Compacted Fill \_\_\_\_\_ Page #: \_\_\_\_\_

Water Drainage: Natural  Swale  Pad  Other  Page #: \_\_\_\_\_

**Foundation**

Load Bearing Soil Capacity: \_\_\_\_\_ or Assumed 1000 PSF  Page #: \_\_\_\_\_

Footing Type: Poured in Place  Portable  Size and Thickness \_\_\_\_\_ Page #: \_\_\_\_\_

I-Beam or Mainrail Piers: Single Tiered  Double Interlocked  Page #: \_\_\_\_\_

Size of Piers \_\_\_\_\_ Placement On \_\_\_\_\_ Page #: \_\_\_\_\_

Perimeter Pier Blocking: Size \_\_\_\_\_ Placement On Center \_\_\_\_\_ Page #: \_\_\_\_\_

Ridge Beam Support Blocking: Size \_\_\_\_\_ Number \_\_\_\_\_ Location \_\_\_\_\_ Page #: \_\_\_\_\_

Ridge Beam Support Footer: Size \_\_\_\_\_ Number \_\_\_\_\_ Location \_\_\_\_\_ Page #: \_\_\_\_\_

**Blocking**

Centerline Size \_\_\_\_\_ Number \_\_\_\_\_ Location \_\_\_\_\_ Page #: \_\_\_\_\_

Special Pier Blocking Require: (Fireplace, Bay Window, Etc) Yes  No  Page #: \_\_\_\_\_

Mating of Multiple Units: Mating Gasket Yes  No  Type Used \_\_\_\_\_ Page #: \_\_\_\_\_

**Fasteners**

Roofs Type and Size \_\_\_\_\_ Spacing \_\_\_\_\_ O/C Page #: \_\_\_\_\_

Endwalls Type and Size \_\_\_\_\_ Spacing \_\_\_\_\_ O/C Page #: \_\_\_\_\_

Floors Type and Size \_\_\_\_\_ Spacing \_\_\_\_\_ O/C Page #: \_\_\_\_\_

**Anchors**

Torque Probe Test Reading: \_\_\_\_\_ Or use 5' anchors: \_\_\_\_\_

Type \_\_\_\_\_ 3150 Working Load \_\_\_\_\_ 4000 Working Load \_\_\_\_\_ Page #: \_\_\_\_\_

Height of Unit: (Top of Foundation or Footer to Bottom of Frame) \_\_\_\_\_ Page #: \_\_\_\_\_

Number of Frame Ties: \_\_\_\_\_ Spacing \_\_\_\_\_ O/C Angle of Strap \_\_\_\_\_ Degrees Page #: \_\_\_\_\_

Number of Sidewall Anchors \_\_\_\_\_ Zone II \_\_\_\_\_ Zone III \_\_\_\_\_ Page #: \_\_\_\_\_

Number of Centerline Anchors \_\_\_\_\_ Number of Stabilizer Devices \_\_\_\_\_ Page #: \_\_\_\_\_

Vents Required for Underpinning (1SF/150 SF of Floor Area) \_\_\_\_\_ Page #: \_\_\_\_\_

Number of Longitudinal Ties \_\_\_\_\_ System Type \_\_\_\_\_ Page #: \_\_\_\_\_

Santa Rosa County  
Building Inspection Department

Soil Load Bearing Test

Street Name \_\_\_\_\_

? \_\_\_\_\_ X STREET SIDE X ? \_\_\_\_\_ X ? \_\_\_\_\_

- Test the perimeter of the home at six (6) locations.
- List the value beside each question (?) mark.
- Take the reading at the depth of the footer.
- Using 500lb increments, take the lowest reading and round down to that increment (Record this reading below)

PERIMETER

REAR OF TRAILER

? \_\_\_\_\_ X ? \_\_\_\_\_ X TEST LOCATIONS X ? \_\_\_\_\_

This Site Rounded Down to: \_\_\_\_\_ PSF

Building Permit No. \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone \_\_\_\_\_

Property Address \_\_\_\_\_

Dealer/Installer Name \_\_\_\_\_

License Number \_\_\_\_\_ Installation Decal Number \_\_\_\_\_

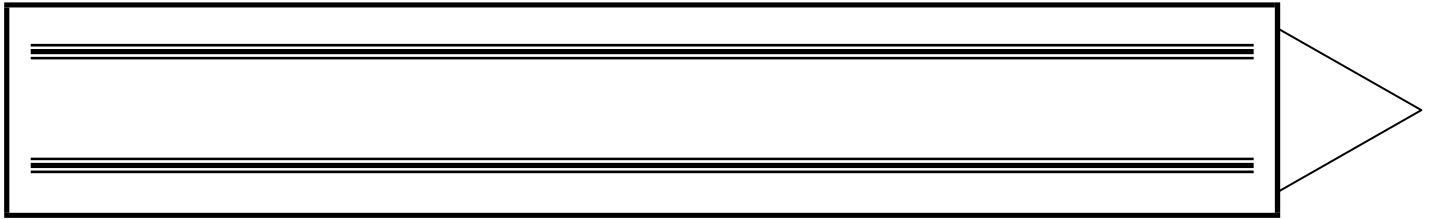
Signature of Person Performing Test \_\_\_\_\_

Printed Name of Person Performing Test \_\_\_\_\_

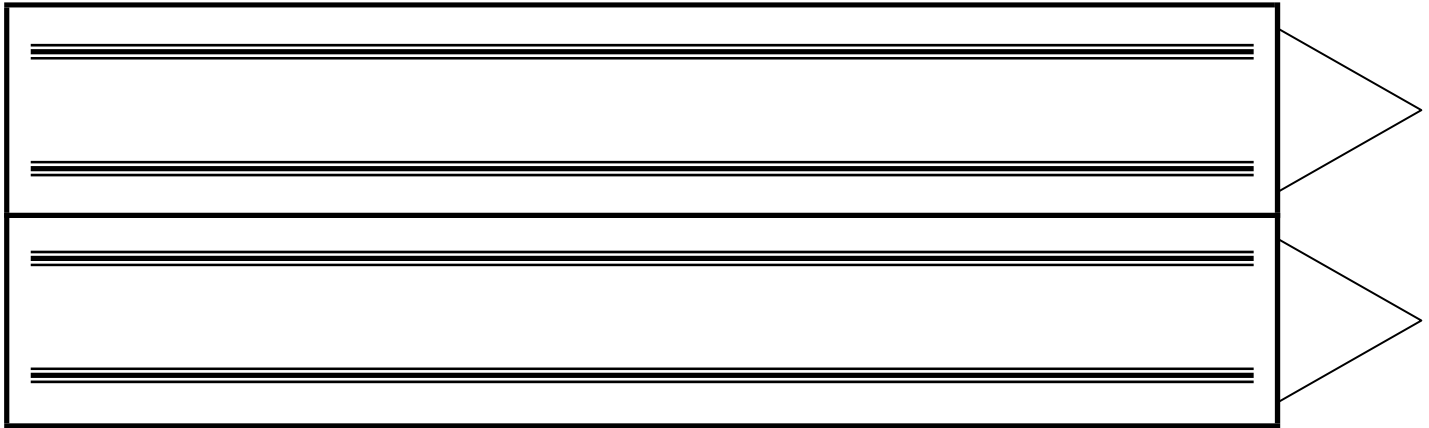
# Mobile/Manufactured Home Pier and Anchor Plan

(Must be submitted with Manufacturer's Specifications for all new homes and those used homes where the manufacturer's specifications are to be used.)

## Singlewide



## Doublewide



Anchor



Pier



Show each pier and anchor location, with maximum spacing and distance from end walls, as required in the Manufacturer's Specifications. Any special pier footing required (over 16 X 16 inches) shall be noted separately with required dimensions per the manufacturer's specifications. To determine footing size and spacing, a maximum soil bearing capacity of 1,000 lbs/ sq. ft. shall be used. Pier footings to be poured-in-place must be inspected by the Building Department prior to pouring.