

MOBILE HOME PERMIT APPLICATION

READ APPLICATION COMPLETELY

If item is marked with an *, you must have appropriate signature. If is marked, you should fill out.

City of Jasper City of Jennings City of White Springs Outside city limits in Hamilton County
If property is inside the city limits of Jasper, Jennings, or White Springs, page 4 must be completed.

Single Wide Double Wide Triple Wide Other _____

Date: _____

Owner(s): _____

Mailing Address: _____ City and State: _____

Subdivision name (if applicable): _____ Lot No: _____

Home phone: _____ Work phone: _____ Cell phone: _____

Electric power will be furnished by Progress Energy _____ or Suwannee Valley Electric Coop _____

* Landowner's permission to place mobile home on said property (if applicable): _____

* Witness to signature of landowner (if applicable): _____

* **Parcel number from Property Appraiser's Office (386-792-2791):** _____

Lot size/acres: _____ Section: _____ Township: _____ Range: _____

* **Signature of Tax Collector (386-792-1284):** _____

Current tag registration or bill of sale with proof of payment of tag fee:

* **Signature of 911 Address Administrator (386-792-6647):** _____

911 Address: _____ City and State: _____

* **If you have well/septic, septic tank permit number or signature for approval of existing system from**

* **Environmental Health Official (386-792-6459)** _____

* **If on city water/sewer, signature of Health Official or City Clerk in the city your home will be placed:**

Septic tank and well _____ or City water and sewer system _____

* **If outside city limits, signature of Road Department for Driveway Permit (386-792-1500)** _____

* **Signature of Land Use Administrator (386-792-0507):** _____

Zoning classification: _____ Intended use: _____

Width: _____ Length: _____ of mobile home.

The property does _____ does not _____ lie within the 10- or 100-year flood area according to the flood insurance rate map, dated June 4, 1987, panel # _____ 285. If property lies within 100-year flood plain, topographical survey and permit from Suwannee River Water Management District are required.

Setbacks from property lines: Front _____ Side _____ Rear _____ Finish floor elevation _____

- Display of inspection card: You will be issued a green card along with your permit. The green card shall be displayed prominently and protected from the weather while mobile home work is being performed. All mobile homes must have a Florida Licensed Installer’s sticker on them.
- Expiration of mobile home permit: Every permit issued shall become invalid unless the work authorized by such permit is commenced in the form of actual construction within six (6) months after issuance, or if the work authorized by such permit is suspended or abandoned for a period of six (6) months after the time the work is commenced. One (1) or more extensions of time, for periods not to exceed ninety (90) days each, may be allowed and such extensions shall be authorized in writing by the Building Official.
- Mobile home permits issued in error: Mobile home permits issued in error shall not confer any rights or privileges to the applicant to proceed with installation. The Board of County Commissioners or the Building Official shall have the power to revoke such permit.

I understand that according to Florida Statute 320.8249, a license from the Department of Motor Vehicles is required to receive a permit to install a mobile home. I authorize _____, who holds current Florida mobile home installer license, to obtain necessary permits from applicable state and local agencies to facilitate this mobile home installation.

I certify that the foregoing information is accurate to the best of my knowledge.

I understand that separate permits must be obtained for electrical, air conditioning and any other type work that is a part of the mobile home installation.

I understand that the application must be completed including all signatures, and everything must be completed before any permits are issued or before any CO, CC, or Final Power is released.

I further understand that the County will not issue permits to unlicensed contractors.

* Signature of applicant: _____ Date: _____

Owner(s) agent (if any): _____ Phone No: _____

Address: _____

Contractor: _____ Phone: _____

Address of Contractor _____

License No: _____ Expiration date: _____

Directions from Jasper to property to be inspected:

PLOT PLAN

- In block shown below, write size of property or lot on which you are placing mobile home.
- Show existing buildings on the property.
- All additions, porches, sheds, etc. require additional permit.
- Show set-backs on home from property line (refer to page 1, line 22).
- Show which way is north, south, east, and west on your home's plot plan.
- Show width and length of home on property.
- Show where well and septic tank will be placed on your property.
- Write name of highway, street, or road that runs in front, back, and side of property.
- You must have all the information on the plot plan or application will not be complete.

Parcel number _____

INSPECTION CHECKLIST FOR MOBILE HOMES

Before the Building Inspector comes to inspect your property, you must have:

Mobile home is set up and sticker must be in place.

Well and septic tank installed and hooked up.

A separate electrical permit has been obtained. Electrical service pole set and wired to mobile home.

A separate heating and air conditioning permit has been obtained. Air conditioning and/or heating installed and set up.

Steps and handrails on both sides in place at each exterior door.

911 address must be properly displayed.

Culvert must be installed for driveway.

Licensed installer must complete permit worksheet (pages 6 and 7 of this package) .

Permit fees: Mobile Home fees are \$100 for a singlewide, \$200 for doublewide, \$300 for triplewide, etc. Minimum of \$50 plus \$3.50 per thousand for Electrical, and minimum of \$50 plus \$3.50 per thousand for Heating and Air conditioning permit. There will be a \$50 reinspection fee if the final inspection fails and has to be repeated.

APPROVAL FOR CONSTRUCTION WITHIN THE CITY LIMITS OF:

(If your property is outside the city limits, skip this page.)

Jasper _____

Jennings _____

White Springs _____

Property owner: _____

911 address: _____

Parcel No. _____

Lot size: _____

Description of project: _____

Site plan or plot plan showing set-backs of proposed construction (refer to page 3 and page 1, line 22).

Approval of construction by the City Manager or Clerk for construction within the City limits:

Signature: _____

Date: _____

MAP AND INSTRUCTIONS FOR PERMIT APPLICATION

Fill in all blanks and fill out plot plan (if you need assistance, please advise us).

1. Go to Property Appraiser's office, Room 108, Courthouse, to get Parcel, Section, Township, and Range numbers.
2. If your application is for a mobile home, go to Tax Collector's office, Room 104, Courthouse, for tag registration or proof of fee being paid.
3. Go to 911 Addressing, 1133 US Hwy 41 NW, for 911 address (old high school).
4. Go to Health Department, 209 South Central Avenue, or City Manager, City Hall, 208 Hatley Street, for sewer or septic permit.
5. Go to County Road Department, 1623 MLK Drive, for driveway permit.
6. Go to Land Use Administrator (aka SHIP office), 204 NE 1st Street, for zoning approval.
7. If site is in city limits of Jennings or White Springs, go to their City Hall for approval of construction in the city limits.

Call the Building Department 24-hours in advance of inspection when project needs inspection(s).