

## DOCUMENTS REQUIRED TO MAKE APPLICATION FOR A MOBILE HOME PERMIT

### DUE TO TIME INVOLVED TO PROCESS PAPERWORK

### **NO APPLICATION OR PERMIT WILL BE PROCESSED AFTER 4:30 P.M.**

1. Parcel description of property (**property card**) from Property Appraiser's Office or at [www.suwanneepa.com](http://www.suwanneepa.com). If property card is in the name of the previous owner, then you **MUST** provide a copy of the recorded deed proving your ownership of the property, **OR** (2) have a consent form signed by the previous owner.
2. **Survey** of property prepared by a land surveyor or engineer registered in Florida. All property stakes shall be in place at the time of application.
3. If your property is **LESS** than **5 acres**, **NOT** in a recorded subdivision, **NOT** in a residential zoning district then you will need a deed showing that property was a lot of record prior to **September 9, 1991**.
4. **Application** completed.
5. **Site plan** showing location of residence, septic tank and well and distance from the front, sides and rear of property. (A-1 district must meet minimum setback requirements of 30 ft. from front property line {any property line fronting a roadway} and 15 ft. from sides and rear property lines.)
6. Must provide a copy of **current tag registration (number is not sufficient) OR sales contract** for mobile home if purchasing from dealer. **In accordance with Technical Advisory from the Division of Motor Vehicles - "Wind Zone I mobile homes cannot be placed or resited anywhere in the State of Florida". It is your responsibility to verify this information before purchasing a mobile home. If manufactured in Florida have VIN # and call 850-617-2808, if manufactured in Georgia 404-656-3205.**
7. Septic tank permit, or approval letter for an existing tank from Environmental Health Department (386/362-2708 Ext. 243). **To be obtained after application for permit is filed with Building Department and approval for Building Permit from Zoning Department is granted. GO TO ENVIRONMENTAL HEALTH BEFORE RETURNING FOR BUILDING PERMIT.**
8. Complete **driveway permit application form**.
9. Complete **911 address request form**.
10. **Installation paperwork, completed by a licensed installer**, and returned to Building Department.
11. Be sure to go over mobile home checklist and give 24-hour notice when calling for a final inspection.
12. **NOTE!!!** If your property is in a special flood hazard area (SFHA), according to the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM), an Elevation Certificate (EC) prepared by a Registered Surveyor or Professional Engineer certifying that the bottom of the lowest habitable floor is at least one foot above the base flood elevation is required. If your property is located in the floodway of the SFHA, you will be required to obtain both an Environmental Resource Permit (ERP) from the Suwannee River Water Management District **and** a Zero Rise Certification from a Registered Professional Engineer **before** issuance of the building permit. The ERP will also be required if your property fronts the river, even if the building site is located out of the floodway.
13. If mobile home is to be occupied by someone other than the property owner, additional information may be needed.
14. You **SHOULD** go over checklist **PRIOR** to calling for final inspection; failure to do so may result in a reinspection fee of \$35.00. **DUE TO POSSIBLE DUPLICATION OF NAME AND TIME INVOLVED IN LOOKING FOR PERMIT NUMBER. YOU MUST PROVIDE OFFICE PERSONNEL WITH PERMIT NUMBER WHEN CALLING FOR INSPECTION.**
15. A change of mind after securing permit will result in an additional charge of \$25.00 administrative costs for reprocessing paperwork.

**BUILDING PERMIT FEE \$325.00**

**COUNTY DRIVEWAY PERMIT FEE \$15.00**

**911 ADDRESS FEE**

**\$30.00**

**Pro-rata share of assessment for solid waste and fire service MUST be paid for the balance of the year. See chart inside packet.**

THESE INSTRUCTIONS ARE FOR THE IDEAL CASE, DEPENDING ON INDIVIDUAL NEED CIRCUMSTANCES MAY VARY.

# HOW TO APPLY FOR A PERMIT

## THESE STEPS ARE FOR PROPERTY NOT LOCATED IN THE FLOODWAY OR FLOODPLAIN.

1. Secure application packet from Building Department.
2. Return completed forms and required documentation listed on cover page to the Building Department. (including driveway application, 911 addressing form)
3. After Zoning Compliance Approval is granted (according to type of permit – possibly 2 days later), the Building Department will fax the approval to Environmental Health Department, **therefore go directly to Environmental Health Department and apply for septic permit before returning to the Building Department.**
4. Obtain your septic permit and take copy of septic permit to Building Department and purchase permit for improvements to property.
5. The Building Department will submit the 911 addressing form and driveway application to the appropriate departments. Those departments will mail you the results as well as return them to the building department.
6. Complete improvements and call Building Department for inspection (**permit number and 24-hr notice required**) at 386/364-3407 or 386/208-1606 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.
7. Provided improvements pass inspection, final approval of driveway is received from Public Works Department, the fire and solid waste tax assessment is paid, final approval on septic is received from Environmental Health Department, the Power Company, as provided by you, will be notified to release power to dwelling.

### **TWENTY-FOUR HOUR ADVANCED NOTICE AND PERMIT NUMBER REQUIRED FOR FINAL INSPECTION.**

**ALL OF THE ABOVE-MENTIONED REQUIREMENTS MUST BE MET AND INSPECTION PASSED BEFORE THE POWER COMPANY IS AUTHORIZED TO CONNECT ELECTRICITY TO YOUR MOBILE HOME.**

**NOTE: THERE WILL BE A \$35.00 REINSPECTION FEE CHARGED IF SCHEDULED INSPECTION IS NOT READY AT THE REQUESTED TIME. SUBSEQUENT REINPSECTION FEES WILL BE \$50.00 FOR ADDITIONAL INSPECTIONS.**

# MOBILE HOME PERMIT APPLICATION

SUWANNEE COUNTY BUILDING DEPARTMENT

224 PINE AVENUE, LIVE OAK FL 32064

386/364-3407 or 386/208-1606

APPLICANT: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

CURRENT ADDRESS (INCLUDING STREET/CITY/STATE/ZIP) \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

ADDRESS (INCLUDING STREET/CITY/STATE/ZIP) \_\_\_\_\_

LEGAL DESCRIPTION: (as found on the parcel description printout)

Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ S Rge. \_\_\_\_\_ E Tax Parcel No. \_\_\_\_\_

Lot \_\_\_\_\_ Subdivision \_\_\_\_\_

Size \_\_\_\_\_ Acres Number of Other Dwellings: \_\_\_\_\_

HOW DO YOU GET THERE FROM THIS OFFICE: [**You MUST give road numbers and EXACT directions**]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Electrical Contractor \_\_\_\_\_ License # \_\_\_\_\_

Mechanical Contractor \_\_\_\_\_ License# \_\_\_\_\_

MOBILE HOME YR/MAKE: \_\_\_\_\_ SIZE: \_\_\_\_\_

TAG DECAL # \_\_\_\_\_ DEALER: \_\_\_\_\_

INSTALLER: \_\_\_\_\_ LICENSE # \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_

POWER COMPANY: SVEC: \_\_\_\_\_ NEW RESIDENCE? YES: \_\_\_\_\_ NO: \_\_\_\_\_

FP&L: \_\_\_\_\_

PROGRESS ENERGY: \_\_\_\_\_

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and zoning in Suwannee County. **I understand that I MUST supply the office personnel with the permit number when calling for inspections.** (If mobile home dealer/agent – I understand it is my responsibility to make the customer aware of procedures.) **I certify that the entire foregoing information and site plan is accurate and have fully read the entire application package and understand its content.**

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant/Agent/Property Owner

**THIS APPLICATION WILL EXPIRE IN 90 DAYS UNLESS A PERMIT IS ISSUED.**

## MOBILE HOME CHECKLIST FOR OWNERS

The following is a quick checklist of items that **MUST** to be observed by the owner **PRIOR** to calling for a final inspection on a mobile home permit. You **MUST** provide office personnel with **permit number** when calling for inspection.

- \_\_\_\_\_ Place yellow copy of permit in window of mobile home facing roadway that is closest to driveway. **When you are ready for inspection** - attach yellow copy of permit to power pole.
- \_\_\_\_\_ Mobile home **MUST** be **UNLOCKED**.
- \_\_\_\_\_ One (1) set of steps to any door, if over 30" must have handrails & 36" platform area.
- \_\_\_\_\_ Well installed, all water and electrical lines completed and left uncovered.
- \_\_\_\_\_ Septic tank installed, covered and inspected by Health Department. **Final Inspection** report must be supplied before power can be released to the power company. It is your responsibility to call them for a final inspection at 386-362-2708 Ext. 243.
- \_\_\_\_\_ Power pole installed and all electric hooked up (including air conditioning). Two ground rods 6 feet or more apart is required. If air conditioning unit is not connected at time of final inspection a separate permit must be obtained before installation.
- \_\_\_\_\_ **ALL** ditches open for inspection. Must not mix black (ABS) and white (PVC) pipe for drain lines, may use only **one** transition fitting with proper glue or mechanical joint.
- \_\_\_\_\_ Neutral and ground connected **PROPERLY** inside mobile home electric main panel. Leave cover off all electric panels for inspection. As a word of caution, Inspectors suggest that **customer** check all electric connections to make sure they are secured properly before power is supplied to mobile home.
- \_\_\_\_\_ 4" sewer line sealed at septic tank and left uncovered with a cleanout 3 feet from home.
- \_\_\_\_\_ Just below the point of entry into mobile home a cutoff valve and hose connection faucet with back flow prevention **must** be installed. Hose connection faucet should be **below** cutoff to retain water pressure on hose after valve is shut off.
- \_\_\_\_\_ Home blocked and anchored by approved method.
- \_\_\_\_\_ Driveway **approved** by Public Works Department call 386-362-3992.
- \_\_\_\_\_ Installer's **dated** state setup sticker on mobile home prior to inspection.
- \_\_\_\_\_ **DO NOT** install skirting prior to inspection.
- \_\_\_\_\_ If in flood prone area - you **MUST** furnish this department with a written certification of the "finished floor elevation" by a Florida Registered Surveyor prior to scheduling inspection.
- \_\_\_\_\_ 911 address numbers **MUST** be displayed at driveway entrance (see insert in packet) if more than one residence using the same driveway post 911 numbers at entrance of driveway and at residence.

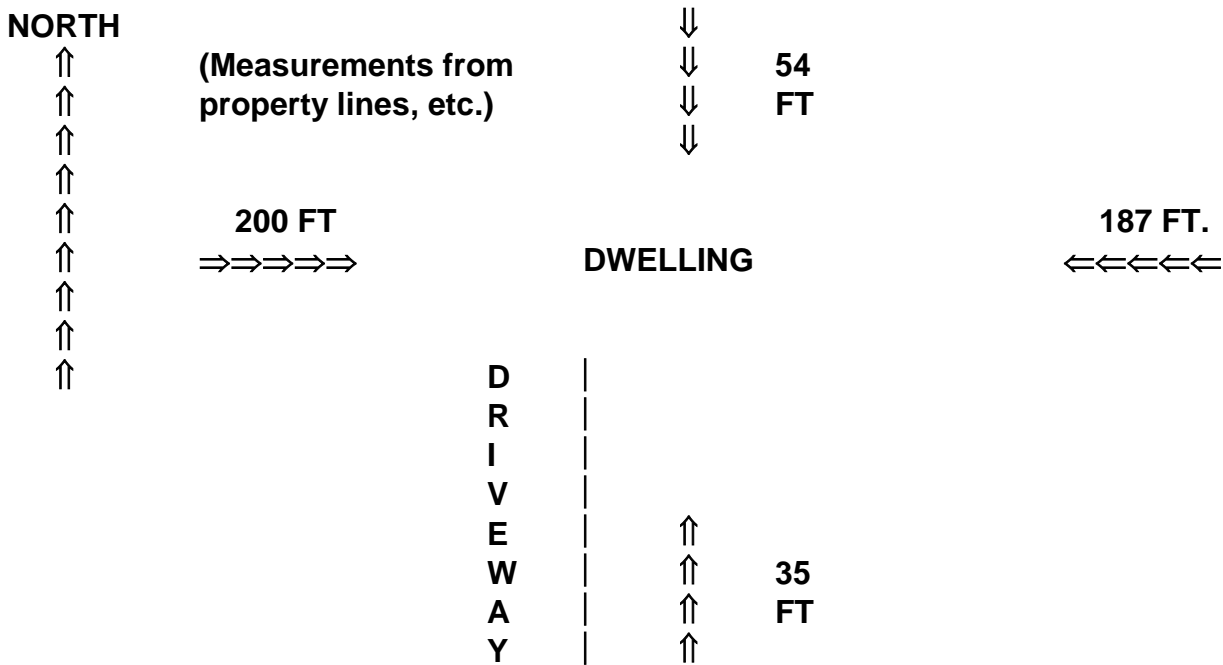
If **ANY** of the above items are not complete upon inspection, a \$35.00 reinspection fee will be charged as well as cause an unnecessary delay of your power hook-up.

Any further questions, please contact the Building Department at 386/364-3407, or 386/208-1606.

I UNDERSTAND THAT ACCURATE MEASUREMENTS AND NORTH, SOUTH, EAST, WEST DIRECTIONS ARE INTEGRAL PARTS OF MY SITE PLAN WHICH WILL BE USED TO DETERMINE SETBACKS FOR ZONING COMPLIANCE. I ALSO UNDERSTAND THAT IF INSUFFICIENT OR INCORRECT INFORMATION IS SUPPLIED IT WILL CREATE A DELAY IN THE ISSUANCE OF A BUILDING PERMIT.

\_\_\_\_\_  
JOHN DOE

**EXAMPLE SITE PLAN FORM**  
**SUWANNEE COUNTY BUILDING DEPARTMENT**



\_\_\_\_\_  
Name of Road  
\_\_\_\_\_

**ITEMS THAT MUST BE ON THE FORM**

- 1) STREET & ROAD NUMBERS (EXAMPLE - 56TH STREET)
- 2) ALL RESIDENCES, BARNS, & ALL OTHER BUILDINGS & SHEDS
- 3) DRIVEWAYS & ENTRANCEWAYS TO PROPERTY
- 4) MEASUREMENTS FROM ALL STRUCTURES, WELL, POWER POLE & SEPTIC TANK FROM PROPERTY LINE
- 5) MUST HAVE NORTH, SOUTH, EAST & WEST LOCATION ON PLAN
- 6) SETBACKS & DIRECTION FROM ROADWAY
- 7) SITE PLAN MUST BE COMPLETED, SIGNED AND DATED PRIOR TO BRINGING IT BACK TO THE OFFICE.
- 8) **ALL DWELLINGS ON SAID PARCEL MUST BE SHOWN ON SITE PLAN – AND DISTANCE BETWEEN EACH DWELLING INDICATED.**

PLAN DRAWN BY:

\_\_\_\_\_  
JOHN DOE  
SIGNATURE

\_\_\_\_\_  
01/01/00  
DATE

I UNDERSTAND THAT ACCURATE MEASUREMENTS AND NORTH, SOUTH, EAST, WEST DIRECTIONS ARE INTEGRAL PARTS OF MY SITE PLAN WHICH WILL BE USED TO DETERMINE SETBACKS FOR ZONING COMPLIANCE. I ALSO UNDERSTAND THAT IF INSUFFICIENT OR INCORRECT INFORMATION IS SUPPLIED IT WILL CREATE A DELAY IN THE ISSUANCE OF A BUILDING PERMIT.

**SITE PLAN FORM**  
**SUWANNEE COUNTY BUILDING DEPARTMENT**

**NORTH**



**Do Site Plan on survey or GIS map  
obtain from Property Appraiser Website.  
[www.suwaneeapa.com](http://www.suwaneeapa.com)**

**Identify access roadway to dwelling.**

**ITEMS THAT MUST BE ON THE FORM**

- 1) STREET & ROAD NUMBERS (EXAMPLE - 56TH STREET)
- 2) ALL RESIDENCES, BARNs, & ALL OTHER BUILDINGS & SHEDS
- 3) DRIVEWAYS & ENTRANCEWAYS TO PROPERTY
- 4) MEASUREMENTS FROM ALL STRUCTURES & POWER POLE FROM PROPERTY LINE
- 5) MUST HAVE NORTH, SOUTH, EAST & WEST LOCATION ON PLAN
- 6) SITE PLAN MUST BE COMPLETED, SIGNED & DATED **PRIOR** TO BRINGING IT BACK TO THE OFFICE.
- 7) **ALL DWELLINGS ON SAID PARCEL MUST BE SHOWN ON SITE PLAN – AND DISTANCE BETWEEN EACH DWELLING INDICATED.**

PLAN DRAWN BY:

\_\_\_\_\_  
SIGNATURE  
SUWANNEE COUNTY

\_\_\_\_\_  
DATE

# E-911 NEW ADDRESS NUMBER REQUEST

APPLICANT: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

Beginning June 6, 2001, there will be a \$30.00 charge for assignment of a new 911 Address (instituted by the Board of County Commissioners, Suwannee County on 6/5/01).

I UNDERSTAND THAT A REQUIREMENT OF MY OBTAINING A 911 ADDRESS IS DEPENDENT UPON MY COMPLETE COMPLIANCE WITH THE FOLLOWING INSTRUCTIONS:

1. I will be required to denote the four (4) corners of the proposed structure with distance to property lines and show the entrance of the driveway including the road name that you will enter from on the site plan submitted to the Building Department. If proper measurements are not given I understand it will delay the assignment of my 911 address.
2. I will provide one or more telephone number(s) at which I can be contacted, both daytime and evening:

Day: \_\_\_\_\_

Evening: \_\_\_\_\_

**IF YOUR SITE PLAN MEASUREMENTS IS NOT SUFFICIENT YOUR ADDRESS & CERTIFICATE OF OCCUPANCY WILL BE DELAYED.**

I UNDERSTAND THAT BY SIGNING THIS DOCUMENT I AM GRANTING PERMISSION FOR THE 911 ADDRESSING TECH TO MAKE A SITE VISIT ON MY PROPERTY IF NEEDED FOR THE PURPOSE OF 911 ADDRESS ASSIGNMENTS.

Request Submitted By:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Your new 911 Address will be assigned based on measurements obtained from your site plan and will be available within three (3) business days from the receipt of the application and fee. The 911 Address is not issued to the individual, but to the dwelling being placed on this parcel, and may not be moved to another location.

# DRIVEWAY PERMIT APPLICATION

SUWANNEE COUNTY PUBLIC WORKS DEPARTMENT  
13150 - 80<sup>TH</sup> TERRACE, LIVE OAK FL 32064  
PHONE: (386) 362-3992

## **FEE: \$15.00**

IF DRIVE ACCESS IS ON A STATE ROADWAY, PLEASE ADVISE OFFICE PERSONNEL. YOU WILL BE REQUIRED TO SUBMIT AN APPLICATION TO THE FLORIDA DEPARTMENT OF TRANSPORTATION. (STATE ROADS: 27, 51, 90, 129, 247, 49 SOUTH OF 27)

## **DRIVEWAY REQUIREMENTS**

**POWER WILL NOT BE RELEASED BY THE BUILDING DEPARTMENT UNTIL YOUR DRIVEWAY HAS BEEN APPROVED BY THE COUNTY PUBLIC WORKS DEPARTMENT.**

When applying for a building permit, a form for the County Public Works Department will be filled out in order that the Public Works Department may inspect your driveway to see what improvements need to be made, if any. Please put stakes at the location of the proposed driveway.

You must present a parcel identification printout showing legal description of property. If in the name of the previous owner, then you **MUST** (1) provide a copy of the recorded deed proving your ownership of the property, **OR** (2) have a consent form signed by previous owner.

The Public Works Department will contact you as to the changes that must be made. Please be sure to provide a current telephone number where you may be reached, otherwise there may be a delay.

It is your responsibility to make the improvements set forth by the Public Works Department (386/362-3992), and to contact them for reinspection after the improvements have been made.

After the Public Works Department has approved your driveway, they will notify the Building Department. You may then call the Building Department for your final inspection when ready.



SUWANNEE COUNTY PUBLIC WORKS DEPARTMENT  
13150 - 80TH TERRACE, LIVE OAK, FL 32064  
386/362-3992

Fax # \_\_\_\_\_

Permit # \_\_\_\_\_

**DRIVEWAY PERMIT APPLICATION**

**FEE: \$15.00**

**IF YOUR DRIVE ACCESS COMES OFF ONE OF THE FOLLOWING STATE ROADS PLEASE ADVISE OFFICE PERSONNEL, IT WILL BE NECESSARY FOR YOU TO FILE AN APPLICATION WITH FLORIDA DEPARTMENT OF TRANSPORTATION – 27, 51, 90, 129, 247, 49 SOUTH OF 27**

APPLICANT: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

PROPERTY OWNER: NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION:

Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ S Range \_\_\_\_\_ E Tax Parcel No.: \_\_\_\_\_

Lot \_\_\_\_\_ Subdivision \_\_\_\_\_

Size \_\_\_\_\_ Acres Other Dwellings \_\_\_\_\_

**EXACT DRIVING DIRECTIONS FROM MAJOR ROAD LEAVING LIVE OAK TO SITE USING ROAD NUMBERS:**

Job Description \_\_\_\_\_ Use \_\_\_\_\_

Lot Frontage: \_\_\_\_\_ Ft. Number of Driveways: \_\_\_\_\_

**Application is hereby made to inspect a driveway(s) to access a "County Maintained Road" only.**

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Applicant

**To be completed by County Public Works Department**

Culvert Required: \_\_\_\_\_ Size: \_\_\_\_\_ "Corrugated Metal Culvert with Concrete Mitered Ends"

Apron Required: \_\_\_\_\_ Width: \_\_\_\_\_ "Concrete"

Limerock Required: \_\_\_\_\_ Level & Cap with **6 inches** of limerock, from edge of road to property line

Ditch Fill Required: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Length: \_\_\_\_\_

Disapproved for the following reasons: \_\_\_\_\_

**APPLICANT MUST CALL PUBLIC WORKS DEPARTMENT at (386) 362-3992 FOR "REINSPECTION" AFTER COMPLETION OF THE ABOVE-MENTIONED REQUIRED MODIFICATIONS. DRIVEWAY MUST BE INSTALLED AND INSPECTED PRIOR TO OCCUPANCY OF STRUCTURE OR NOTIFICATION TO THE POWER COMPANY FOR ELECTRICAL SERVICE.**

Approved "As Is": \_\_\_\_\_

Final Approval (improvements completed): \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Supervisor of Driveway Inspection  
Suwannee County Public Works Department

SUWANNEE COUNTY BUILDING DEPARTMENT  
224 Pine Ave., Live Oak, FL 32064  
Phone 386-364-3407 or 386-208-1606

### CONTRACTORS' ADDENDUM TO BUILDING PERMIT FOR MOBILE HOME

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

Owner(s) Name: \_\_\_\_\_

Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ Rge. \_\_\_\_\_ Tax Parcel #: \_\_\_\_\_

Lot #: \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

I hereby certify that I will be commencing work on the above referenced job.

_____ <b>CONTRACTOR</b> _____	_____ <b>LICENSE NO.</b> _____
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ELECTRICAL: _____	_____
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\_\_\_\_\_  
Signature

MECHANICAL: _____	_____
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\_\_\_\_\_  
Signature

If the homeowner is performing the work above he/she must sign a owner builder disclosure along with this form.

**ALL SUBCONTRACTORS MUST SIGN FORM AT BUILDING DEPARTMENT OFFICE OR MUST BE SIGN AND SIGNATURE NOTARIZED.**

**SUWANNEE COUNTY BUILDING DEPARTMENT  
224 PINE AVENUE  
LIVE OAK, FL 32064  
PHONE: 386/364-3407**

Beginning January 1, 1991, a service charge was placed on all permits for habitable dwellings. This service charge represents a pro-rata portion of the Assessments based on the calendar year. This service charge is due and **MUST** be paid before final inspection can be performed.

The rates (effective 10/1/2015) for the Urban and Rural Districts are as follows:

Jan. \$230.00	Feb. \$210.84	Mar. \$191.67	Apr. \$172.51	May \$153.35	June \$134.18	July \$115.02
Aug. \$95.86	Sept. \$76.69	Oct. \$57.53	Nov. \$38.37	Dec. \$19.20		

This service charge was enacted by the County on Dec. 4, 1990 by Resolutions 90-58, & 90-59, and the rural fire assessment was increased by Resolution 2015-57 and is intended to help defray the costs of fire protection and solid waste services for the remainder of the year. The current fees are to be paid at the Building Department office. You (or the property owner) will be billed for these services in all subsequent years in November when the property tax notices are sent out.

Thank you.

**FORMS/SCFEE**

## **DIRECTIONS TO THE SUWANNEE COUNTY COLLECTION SITES**

### **90 EAST**

90 EAST TO CR 49 – TURN LEFT ACROSS RR TRACKS-TURN BACK TO RIGHT

### **129 NORTH**

129 NORTH – NEAR INSPECTION STATION AND SPIRIT OF SUWANNEE

### **ANDERSON MINING**

49 – ½ MILE NORTH OF 27

### **BROWNWOOD (GOLDKIST)**

US 90 WEST TO GOLDKIST BOULEVARD – ON LEFT (BEHIND FARMERS CO-OP)

### **DOWLING PARK**

51 SOUTH TO CR 250 – JUST BEFORE 233<sup>RD</sup> ROAD ON RIGHT – 1 ½ MILE BEFORE RIVER

### **FALMOUTH**

90 WEST TO 185<sup>TH</sup> TURN LEFT TO 52<sup>ND</sup> STREET TURN RIGHT

### **FLETCHER**

INTERSECTION OF 49 AND 216<sup>TH</sup> STREET

### **HUMPHRIES**

129 SOUTH TO 216<sup>TH</sup> TURN LEFT 300 YARDS ON RIGHT

### **LANDFILL**

129 SOUTH TO 144<sup>TH</sup> STREET, TURN LEFT AT START OF LANDFILL ON LEFT

### **PEPPERS**

51 SOUTH (FROM TRAFFIC LIGHT AT 5 POINTS) APX 2 MILES ON RIGHT

### **REES**

136 EAST JUST PAST 80<sup>TH</sup> STREET ON LEFT – JUST BEFORE I-10

### **SPRAYFIELD**

HOUSTON TO NOBLES FERRY – WEST APPROXIMATELY 1 MILE ON RIGHT

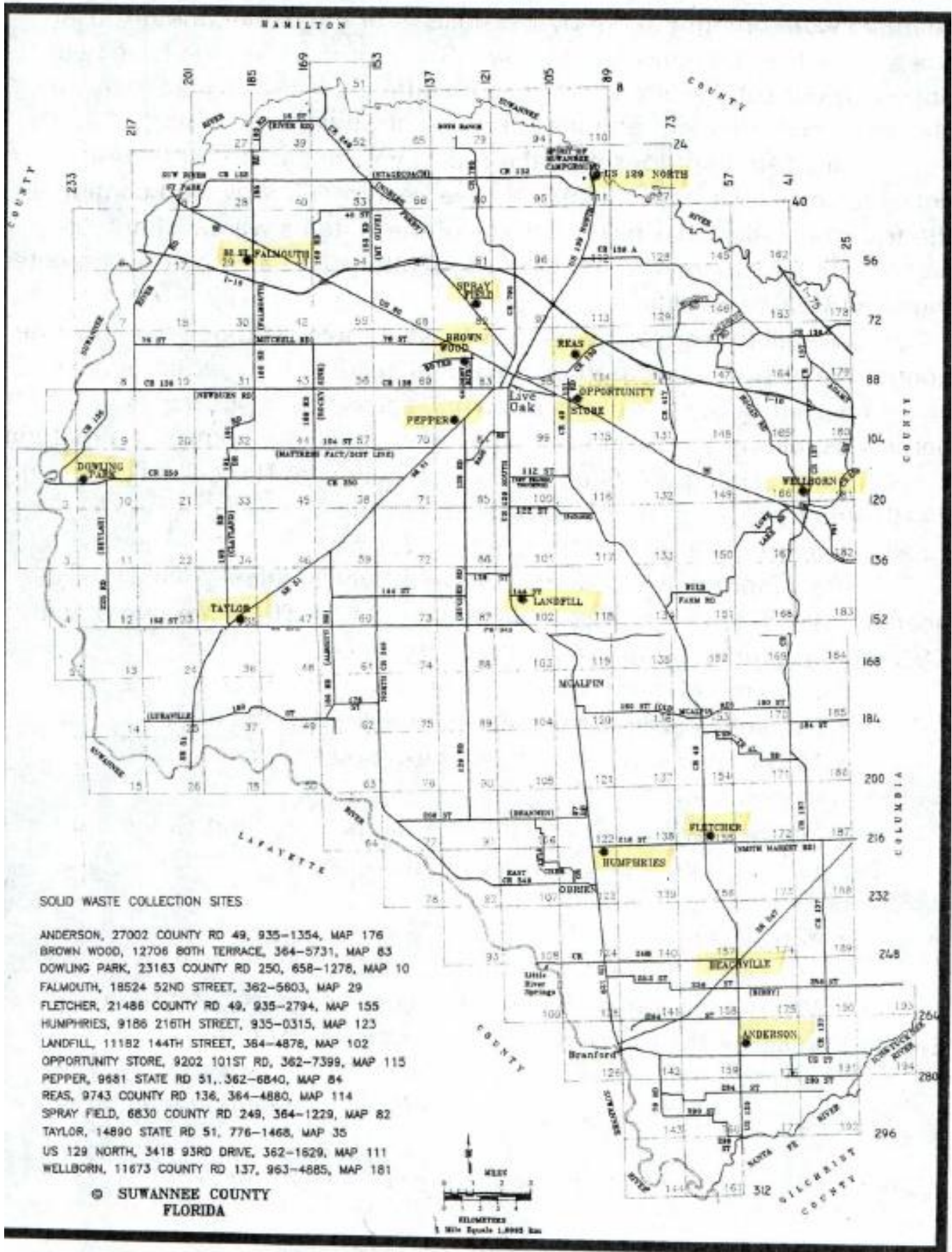
### **TAYLOR**

51 SOUTH JUST BEFORE CR 252 ON LEFT

### **WELLBORN**

US 90 EAST TO CR 137 NORTH TO HOGAN ROAD

# Map Showing Locations of Each Site



**SUWANNEE COUNTY COLLECTION SITE**  
**HOURS OF OPERATION**

(Effective July 10, 2017)

**OPEN**

MONDAY – WEDNESDAY – FRIDAY - SATURDAY  
7:00 A.M. – 7:00 P.M.

**CLOSED**

TUESDAY – THURSDAY - SUNDAY

THE COUNTY LANDFILL LOCATED AT 10910 – 144<sup>TH</sup> STREET IS OPEN  
MONDAY – FRIDAY 8 AM – 4 PM

**FOR MORE INFORMATION CALL (386) 208-3267**

**SUWANNEE COUNTY BUILDING DEPARTMENT  
HOW TO SET UP YOUR MOBILE HOME  
(TO MEET CODE REQUIREMENTS)**

**A. GENERAL REQUIREMENTS**

1. After septic installed call for Septic Final Inspection from County Environmental Health Department 386-362-2708 Extension 243.
2. Have potable (drinking) water supply piped to mobile home
5. Have electric power pole installed (see Paragraph "D" Electrical)
6. The heating and air conditioning unit must be installed at final inspection, if the unit is not installed before final inspection a separate permit and inspection is required.
7. Have letter of approval for driveway entrance from the County Road Department 386/362-3992. (Driveway permit applications available at Building Department)
8. When above requirements are met and your mobile home is set up in accordance with Paragraphs "B", "C" and "D" below, call the Building Department for mobile home final inspection at 386/364-3407 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.
9. There will be a service charge for solid waste and fire protection charged on all permits for habitable dwellings. This service charge is due and **MUST** be paid before the Building Department can authorize electrical service to your dwelling; it is usually collected when mobile home permit is issued. Said fee is prorated therefore contact the Building Department for the exact fee.

**TWENTY-FOUR HOUR ADVANCED NOTICE REQUIRED FOR FINAL INSPECTION.**

ALL OF THE ABOVE-MENTIONED REQUIREMENTS MUST BE MET AND INSPECTION PASSED BEFORE THE POWER COMPANY IS AUTHORIZED TO CONNECT ELECTRICITY TO YOUR MOBILE HOME.

**NOTE: THERE WILL BE A \$35.00 REINSPECTION FEE CHARGED IF SCHEDULED INSPECTION IS NOT READY AT THE REQUESTED TIME. SUBSEQUENT REINPSECTION FEES WILL BE \$50.00 FOR ADDITIONAL INSPECTIONS.**

**B. ANCHORING AND BLOCKING:** (Administrative Rules 15C-1 and 15C-2)

This form shall be completed by the Mobile Home Installer and will become a part of the permit. **Note:** Vapor Barriers 6 mil required and site prep may be required.

**NOTE: ALL ANCHOR SHACKLES MUST BE INSTALLED AT GROUND LEVEL.**

**C. PLUMBING**

1. Water supply pipes must be at least  $\frac{3}{4}$  inches and may be Schedule 40 PVC or copper pipe and buried at least 12 inches deep in the soil.
2. Just below the point of entry into mobile home a cutoff valve and hose connection faucet with back flow prevention **must** be installed. Hose connection faucet should be **below** cutoff to retain water pressure on hose after valve is shut off.
3. 4 inch PVC into tank and main drain (sewer) lines must be at least 3 inch Schedule 40 PVC (white) or Schedule 40 ABS (black) but **DO NOT INTERMIX** the two kinds of pipe and fittings.
4. A full diameter clean-out must be installed for each 50 feet of main drain pipe or at all 90-degree bends. Clean-outs must be installed with flow in direction of septic tank.
5. A clean-out is required within 3 feet from mobile home.

**D. ELECTRICAL SERVICE**

1. **ALL** electrical equipment and wiring **MUST** conform to the National Electrical Code requirements.
2. **ALL** electric conductors (wire/cable) above-ground use must be in rigid conduit a depth of at least 18 inches under the earth. All electrical placed under mobile home must be in conduit and secured to frame of mobile home.
3. If buried wires are not in conduit (direct burial), they must be type **UF** or **USE**, and buried not less than 24 inches deep. (When running water line in same ditch as electrical line, install water line 6 inches minimum above electrical line on mound spaced every 10 feet apart, and leave ditch open for inspection.
4. **If buried in water-tight conduit**, almost any type electrical wire of approved size may be used and must be buried not less than 18 inches deep. (Leave ditch open for inspection. All joints and connections must be water tight.
5. The power pole must conform to all requirements in the drawing attached and set not less than three (3) feet or more than 30 feet from mobile home. Main circuit breaker and wire size from mobile home to the pole disconnect panel must match amperage rating marked on metal tag outside of your mobile home or the inside load center main breaker, whichever is greater. Service to older homes without tag must match main circuit breaker inside mobile home.



6. Grounding of the power pole must be made by attaching a No. 4 continuous copper wire from the neutral grounding lug in the meter base and is clamped to **two** 8 foot approved ground rods at least 6' apart. These rods must be driven to 1 foot **below** ground level and left exposed for inspection. You must use approved Acorn type ground rod clamps.
7. The fourth wire from the power pole to the mobile home is very important because it is the bonding circuit. It must be a stranded No. 4 wire, and must be insulated. Older homes may not be equipped for fourth bonding bar, however, you must add a bonding bar, and must be grounded from the frame.
8. Circuit breakers and wire providing electrical service to pumps and air conditioners from the power pole must be matched as follows:
  - a. No. 12 wire on not more than 20A circuit breaker
  - b. No. 10 wire on not more than 30A circuit breaker.
9. If an air conditioner compressor unit is installed outside the mobile home, the following applies:
  - a. Circuit breaker must not exceed maximum amperage as stated on label attached to air conditioning unit.
  - b. A separate disconnect must be installed at the air conditioning unit if not within sight and readily accessible from the outside load center.
  - c. Unit must be set on a foundation which will support the load and keep it above 3" ground clearance.

#### **E. FUTURE CONNECTIONS**

1. **FAILURE TO OBTAIN BUILDING PERMITS FOR FUTURE CONNECTION, ADDITIONS OR MAJOR IMPROVEMENTS MAY RESULT IN PROSECUTION (MISDEMEANOR) AND A FINE OF UP TO \$500.00 PER DAY.**