

DOCUMENTS REQUIRED TO MAKE APPLICATION FOR A REPLACEMENT MOBILE HOME PERMIT

DUE TO TIME INVOLVED TO PROCESS PAPERWORK NO APPLICATION OR PERMIT WILL BE PROCESSED AFTER 4:30 P.M.

1. **Application completed. Incomplete applications will be rejected.**
2. Parcel description of property (**property card**) from Property Appraiser's Office or at 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.**
3. **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. If a survey is **not** available and it's not in a subdivision you can request an exemption letter from the Zoning Department via email at ronaldm@suwcountyfl.gov.
4. 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**.
5. **Site plan** showing **location of residence, driveway and distance to side property line, 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 or title 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. **Must provide letter or other documentation from electric service provider confirming they service the property.**
8. **Installation paperwork**, completed by a licensed installer, and returned to Building Department with the other documentation.
9. Completed owner disclosures if work is being conducted by the **property owners**.
10. **Application process for a new septic tank permit or approval letter for an existing septic tank with Environmental Health (386-362-2708 Ext. 243), must be started BEFORE submitting your building permit application to the building department. These documents must be received from Environmental Health before a building permit will be issued.**
11. **If it is determined that your parcel lies in a flood prone area a survey by a land surveyor or engineer registered in Florida will be required. NOTE!!! 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 an application can be processed. 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 horizontal structural member of the lowest floor is at least one foot above the base flood elevation is required prior to a final inspection. The ERP will also be required if your property fronts the river, even if the building site is located out of the floodway.**
12. If mobile home is to be occupied by someone other than the property owner, additional information may be needed.
13. Driveway Application to be completed at the time the permit is issued. **Driveways must be inspected if it has not been inspected within the last year.**
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.

REPLACEMENT PERMIT FEE	\$325.00
DRIVEWAY FEE	\$ 50.00

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

MOBILE HOME REPLACEMENT PERMIT APPLICATION

SUWANNEE COUNTY BUILDING DEPARTMENT

224 PINE AVENUE, LIVE OAK, FL 32064

(P) 386-364-3407 • (F) 386-364-3754 • scpermit.com • permits@suwcountyfl.gov

APPLICANT: _____ PHONE NO. _____

CURRENT ADDRESS _____

PROPERTY OWNER NAME: _____

ADDRESS: _____

CONTACT EMAIL: _____

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 Year/Make: _____ Size: _____

TAG DECAL # _____ DEALER: _____

INSTALLER: _____ LICENSE # _____ Mobile #: _____

POWER COMPANY: SVEC: _____

FP&L: _____

DUKE: _____

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.

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)

After Zoning Compliance Approval is the Building Department will email the approval to the Environmental Health Department. **You must apply for a septic permit before your building permit can be issued.**

5. The Building Department will submit the 911 addressing form and driveway application to the appropriate departments.
6. Complete improvements and call Building Department for inspection (**permit number and 24-hr notice required**) at 386-364-3407 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, HOWEVER, NEXT DAY INSPECTION IS NOT GURANTEED.

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**

!!!ATTENTION MOBILE HOME OWNERS!!!

ALL MOBILE HOME REPLACEMENTS, (MEANING ANY MOBILE HOME BEING REMOVED FROM A PIECE OF PROPERTY AND BEING REPLACED WITH ANOTHER OR BEING MOVED TO ANOTHER LOCATION ON SAME PROPERTY) REQUIRES A BUILDING PERMIT!!!

FAILURE TO DO SO MAY RESULT IN A STIFF FINE

MOBILE HOME (REPLACEMENT) CHECKLIST

The following is a quick checklist of items that **MUST** 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**. (**If mobile home is locked you will automatically fail inspection and be charged a \$35.00 reinspection fee.**)
- _____ A set of steps to any door, if over 30" must have handrails & 36" platform area.
- _____ Well installed, all new water and electrical lines completed and left uncovered.
- _____ Connection to septic tank left uncovered and inspected by Health Department. **Final Inspection** report must be supplied to our office 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.
- _____ HVAC ductwork is unconditional space & must be minimum R-8.0
- _____ All new connections to septic or electric pole 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 panel. Leave cover off all electrical panels for inspection.
- _____ 4" sewer line sealed at septic tank and left uncovered with a cleanout 3 feet from house.
- _____ 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 by State of Florida Licensed Mobile Home Installer.
- _____ Driveway **approved** by Road Department call 386-362-3992.
- _____ Installer's state setup sticker on mobile home prior to 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.
- _____ **DO NOT** install skirting prior to inspection
- _____ If in flood prone area - you **MUST** furnish this department with a Original Elevation Certificate of the "finished floor elevation" by a **Florida Registered Surveyor** before scheduling your inspection.
- _____ 911 address numbers **MUST** be displayed at driveway entrance (see insert in packet)

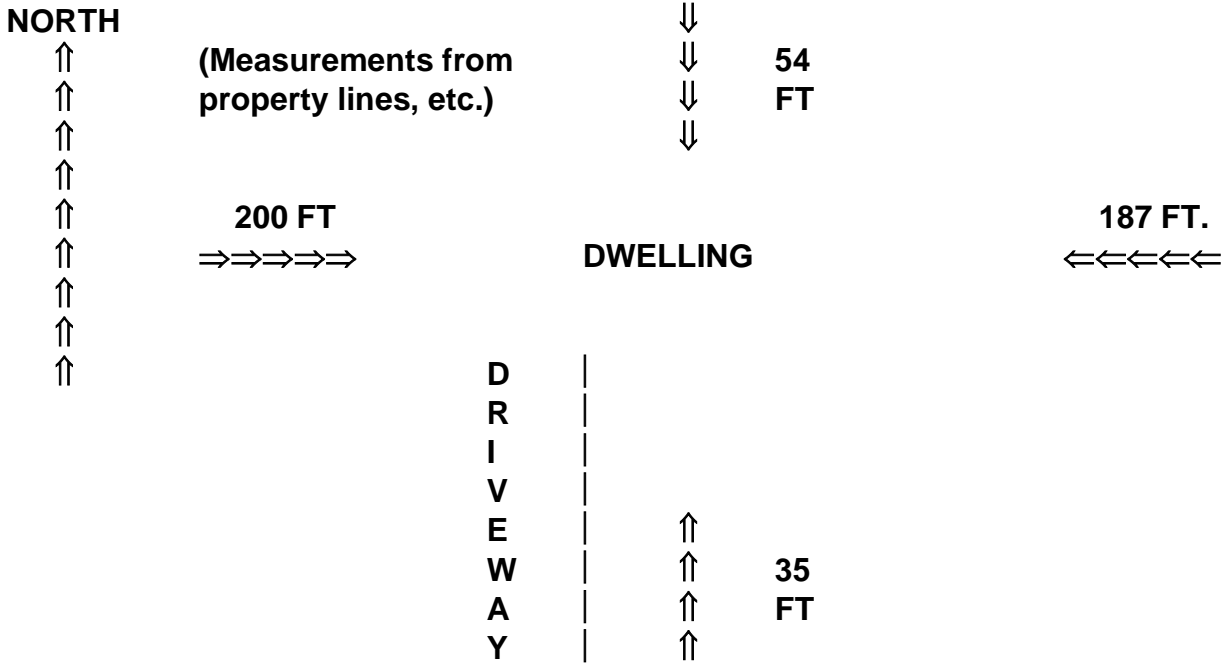
If ANY of the above items are not complete upon inspection, a \$35.00 reinspection fee will be charged as well as cause an unnecessary delay of your power hook-up.

Any further questions, please contact the Building Department at 386/364-3407

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, including distance to side property line
- 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.suwaneepa.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, including distance to side property line
- 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 STRUCTURE INDICATED.**

PLAN DRAWN BY:

SIGNATURE

DATE

**SUWANNEE COUNTY
E-911 NEW ADDRESS NUMBER REQUEST**

APPLICANT: _____

PERMIT #: _____

If your replacement mobile home is being moved to a different location on the property it could result in a different 911 address.

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

- 1. I will provide complete driving instructions to my new site that this permit is being acquired for, using the Building Department as the beginning point. I will include roadway numbers and describe all turns by either left or right. Please provide this information in the space below:**

- 2. 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.**

- 3. 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 ASSIGNMENT.

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.

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).

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.

_____ CONTRACTOR _____	_____ LICENSE NO. _____
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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 BEFORE PERMIT CAN BE ISSUED.

SUWANNEE COUNTY BUILDING DEPARTMENT
224 Pine Ave., Live Oak, FL 32064
386/364-3407

Owner Builder Disclosure Statement for
Property Address: _____

(According to Florida Statute 489.103)

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license. **Initials** _____
2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility. **Initials** _____
3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts. **Initials** _____
4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption. **Initials** _____
5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction. **Initials** _____
6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance. **Initials** _____
7. I understand that it is frequent practices of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property. **Initials** _____
8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk. **Initials** _____
9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations. **Initials** _____
10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at [\(850\) 487-1395](tel:8504871395) or WWW.MYFLORIDA.COM/DBPR/PRO/CILB for more information about licensed contractors. **Initials** _____

11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the above mentioned. Initials____

12. I agree to notify Suwannee County Building Department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure. Initials _____

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

To qualify for exemption under this subsection this disclosure statement must be completed and signed by the property owner and must personally appear for issuance of the permit.

I have read and understand the terms of this disclosure statement and as an owner acting in the capacity of contractor on my personal property; I agree to abide by the above mentioned terms.

Owner Signature

Date

Sworn to and subscribed before me this _____ day of _____

20____, by _____.

Property owner(s) name(s)

Notary's name printed/typed

Notary Public, State of Florida
Commission No. _____
Personally known _____
Produced ID _____

A VIOLATION OF THIS EXEMPTION IS A MISDEMEANOR OF THE FIRST DEGREE PUNISHABLE BY A TERM OF IMPRISONMENT NOT EXCEEDING 1 YEAR AND A \$1,000 FINE IN ADDITION TO ANY CIVIL PENALTIES. IN ADDITION, THE LOCAL PERMITTING JURISDICTION SHALL WITHHOLD FINAL APPROVAL, REVOKE THE PERMIT, OR PURSUE ANY ACTION OR REMEDY FOR UNLICENSED ACTIVITY AGAINST THE OWNER AND ANY PERSON PERFORMING WORK THAT REQUIRES LICENSURE UNDER THE PERMIT ISSUED.

SUWANNEE COUNTY BUILDING DEPARTMENT
224 Pine Ave., Live Oak, FL 32064
386/364-3407

Owner Electrical Disclosure Statement for Permit # _____
(According to Florida Statute 489.503)

An owner of property making application for permit, supervising, and doing the work in connection with the construction, maintenance, repair, and alteration of and addition to a single-family or duplex residence for his or her own use and occupancy and not intended for sale or an owner of property when acting as his or her own electrical contractor and providing all material supervision himself or herself, when building or improving a farm outbuilding or a single-family or duplex residence on such property for the occupancy or use of such owner and not offered for sale or lease, or building or improving a commercial building with aggregate construction costs of under \$75,000 on such property for the occupancy or use of such owner and not offered for sale or lease. In an action brought under this subsection, proof of the sale or lease, or offering for sale or lease, of more than one such structure by the owner-builder within 1 year after completion of same is prima facie evidence that the construction was undertaken for purposes of sale or lease. This subsection does not exempt any person who is employed by such owner and who acts in the capacity of a contractor. For the purpose of this subsection, the term "owner of property" includes the owner of a mobile home situated on a leased lot. To qualify for exemption under this subsection, an owner shall personally appear and sign the building permit application and must satisfy local permitting agency requirements, if any, proving that the owner has a complete understanding of the owner's obligations under the law as specified in the disclosure statement in this section. If any person violates the requirements of this subsection, the local permitting agency shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued.

State law requires electrical contracting to be done by licensed electrical contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own electrical contractor even though you do not have a license. You may install electrical wiring for a farm outbuilding or a single-family or duplex residence. You may install electrical wiring in a commercial building the aggregate construction costs of which are under \$75,000. The home or building must be for your own use and occupancy. It may not be built for sale or lease. If you sell or lease more than one building you have wired yourself within 1 year after the construction is complete, the law will presume that you built it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person as your electrical contractor. Your construction shall be done according to building codes and zoning regulations. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances.

I have read and understand the terms of this disclosure statement and as an owner / builder I agree to abide by these terms.

Owner Signature

Date

DRIVEWAY APPLICATION

**SUWANNEE COUNTY PUBLIC WORKS DEPARTMENT
13150 – 80TH TERRACE, LIVE OAK, FL 32064
PHONE (386) 362-3992**

FEE: \$50.00

If your driveway access is off a State Roadway, please advise our office personnel. You will be required to contact Florida Department of Transportation for your driveway approval. (State Roads are as follows: 27, 51, 90, 129, 247, 49 SOUTH OF 27).

POWER WILL NOT BE RELEASE BY THE BUILDING DEPARTMENT UNTIL YOUR DRIVEWAY HAS BEEN APPROVED BY FDOT.

DRIVEWAY REQUIREMENTS

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

When your building permit is **issued**, a form for the County Public Works Department must be signed for the Public Works Department to inspect your driveway to see what improvements must be made, if any. Please put stakes at the location of the proposed driveway entrance.

You must provide a printout showing the legal description of property and ownership from the property appraiser's office/website (suwanneepa.com). If it shows 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, if any. Please be sure to provide a current phone/fax number & email for them to contact you, otherwise there may be a delay.

It is your responsibility to make the improvements required by the Public Works Department and contact them directly ([386-362-3992](tel:386-362-3992)) to make a final inspection once improvements have been made.

After the Public Works Department has approved the entrance of your driveway, they will notify the Building Department.

**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
4. Have electric power pole installed (see Paragraph "D" Electrical)
5. 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. Heat source required.
6. Have letter of approval for driveway entrance from the County Road Department 386-362-3992. (Driveway permit applications available at Building Department)
7. 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.
8. 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 see chart inside packet.

TWENTY-FOUR HOUR ADVANCED NOTICE REQUIRED FOR FINAL INSPECTION, HOWEVER, NEXT DAY INSPECTION IS NOT GURANTEED.

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 drainpipe 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 Schedule 80 18" below ground to 8' above ground and 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 of 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 watertight.
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.**