

BUILDING INSPECTION DIVISION



April 30, 2009

**MEMORANDUM**

**BULLETIN T-01-09**

To: All Mobile/Manufactured Home Permit Applicants

From: Thomas H. Goldsbury, P.E., C.B.O., LEED AP  
Chief, Building Inspection Division

Subject: MOBILE/MANUFACTURED HOME PERMITTING

**This bulletin does not apply to DCA approved modular buildings.**

The purpose of this Bulletin is to make permit applicants aware that effective June 1, 2009, all Mobile/Manufactured Home (M/MH) permits must go through the **Small Plans Review** process. Thus, once you have had your permit application approved by Concurrency, Zoning, and Development Services (these three approval processes have not changed), you will need to stop at one of the three Plan Review counters (either counters number 1, 2, or 3) to have your permit information entered into the computer system. Then you will proceed to the Small Plans Review area and sign-in to meet with a plans examiner. The Permit Application and required number of copies of the below listed minimum documentation must be completed prior to coming to the Plan Review Counter. Review will no longer be performed at the permit counter. As a reminder, per state law, mobile home permits may be issued to a licensed mobile home installer or dealer/installer **only**, they may not be issued directly to homeowners.

**New M/MH:**

1. **Property Survey and/or Site Plan (two copies)** - If the M/MH is to be located in an approved mobile home park, only the site plan will be required. For any other location Zoning will require a legal survey drawn to scale, regardless of whether it is a new or replacement mobile home. The site plan must show property lines, location of the home dimensioned from the property lines, septic tank and drain field location, potable well location, direction of surface drainage indicating positive flow away from the mobile home, and any other buildings located on the property. The site plan requirements may be incorporated onto the survey.
2. **Floor Plan (two copies)** - Must be drawn to scale or provided by manufacturer. This drawing must indicate all exit locations. Rooms must be labeled to reflect type of use (bedroom, bathroom, kitchen, etc.). Show overall dimensions and dimensions to locate and show the width of all marriage wall openings greater than four feet wide.
3. **Health Department Certificate (one copy)** - If you have an on-site sewage disposal system, you must provide either a current approval certificate for an existing septic system or a construction permit for the installation of a new system.
4. **Approved Installation Products (two copies)** - List (see attached) all products used in the installation that are tested and listed in Florida's Approved Products List for the Installation of Mobile/Manufactured Homes indicating manufacturer, model number, identification and description of item. See web site [www.flhsmv.gov/mobilehome](http://www.flhsmv.gov/mobilehome) for more information.
5. **Set-Up Data For Manufactured Home Installation (two copies)** - (see attached) List contains information as required by the manufacturer's installation instructions or, for used homes, rules

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set forth in Chapter 15C-1 and 15C-2 of Department of Highway Safety and Motor Vehicles, Division of Motor Vehicles regulations.

6. **Blocking Plan (two copies)** - The blocking plan must show all pier pad sizes, pier sizes and spacing, anchor sizes and spacing, and longitudinal stabilizing devices including lateral arms. For multi-wide units it must also indicate the marriage lines, and dimension all marriage line openings greater than four feet wide. It must also show the overall length and width of the M/MH. See attached Sample Blocking Plan.

**Used M/MH:**

1. All the same documentation as for a new home shall be submitted and the installation shall be in accordance with Florida Statutes and the Florida Administrative Code, Rule 15C-1 and 15C-2 and shall be so noted on the Set-Up Data For Manufactured Home Installation form.
2. Homes built prior to June 15, 1976 can no longer be relocated unless one of the following exceptions apply:
  - A. If the property is re-zoned requiring that the home to be relocated.
  - B. If the mobile home park is closed down and the home is relocated.

**M/MH Repairs:** The following will apply to repairs to existing homes:

1. A Roofing Permit shall be required to replace shingles on existing homes that were originally manufactured with shingle roofs. The standard Roofing Permit Application form shall be used and will be issued to roofing contractors. In-progress inspections will not be required. Permits for nail-overs, metal roofs, or any other types of re-roofing will not be issued.
2. Permits to retrofit the tie-down system on existing homes shall be required. On a Mobile Home Permit Application form, the applicant shall select "Other" and state "update tie-down system" under "Type Of Improvement". These permits will only be issued to M/MH installers or dealer/installers (IH or DIH licensees) and will require a final inspection. Two copies of the blocking plan showing the work to be done must be submitted.
3. Electrical, mechanical, and plumbing permits for repair to those systems on M/MH will be issued to the appropriate trade's contractors using the standard trades permit applications.
4. This office will not issue any building permits for other types of M/MH repairs for walls, roof systems, floor systems, windows and doors replacement, etc. since building permits must conform to the Florida Building Code and a M/MH does not comply with this code. The Department of Highway Safety and Motor Vehicles, Division of Motor Vehicles rule 15C-2 provides that these types of repairs should be done using materials and design equivalent to the original construction. Questions regarding mobile home repairs should be directed to a licensed M/MH installer or dealer/installer or the Department of Highway Safety and Motor Vehicles, Division of Motor Vehicles.
5. Additions to a M/MH must be free-standing and self-supporting with no physical attachments to the home other than flashing. Exception: If the M/MH was originally constructed with an IPIA/DAPIA approved host beam, then the permit documents shall indicate that attachment to such a host beam and include the IPIA/DAPIA engineered load capacity and attachment details. The engineer of record for the addition project shall indicate that he/she has reviewed the M/MH's original construction documents, and is satisfied that the IPIA/DAPIA host beam will carry the loads placed upon it by the new additions construction.

**APPROVED INSTALLATION PRODUCTS**

Component	Manufacturer	Model Number
<b>Footings, ABS pads, galvanized pier pads</b>		
<b>Anchors, stabilizer plates</b>		
<b>Strapping, crimps, connectors, clamps, brackets</b>		
<b>Lateral and longitudinal stabilizers, systems</b>		
<b>Other</b>		

**Set-Up Data for Manufactured Home Installation**

Installation decal number \_\_\_\_\_ Permit # T - \_\_\_\_ - \_\_\_\_\_

Mobile home manufacturer \_\_\_\_\_ Year of manufacture \_\_\_\_\_

Wind zone rating: \_\_\_\_ II, or \_\_\_\_ III VIN number \_\_\_\_\_

Set-up criteria: \_\_\_\_ Manufacturers specifications, or \_\_\_\_ DHSDMV Chapter 15C-1 & 2

Soil bearing capacity: \_\_\_\_ 1,000 psf assumed, or \_\_\_\_ penetrometer testing (use attached sheet), or \_\_\_\_ testing lab results (attach original testing lab report)

Anchors: \_\_\_\_ 5 ft. Type II, 4,000 lb. working load, or \_\_\_\_ 4 ft. Type I, 3,150 lb. working load (complete torque test results on attached sheet for mobile homes manufactured before 7/13/1994 and installed according to Chapter 15-C).

Fastening multi-wide units:

Roof fastener type \_\_\_\_\_ size \_\_\_\_\_ spacing \_\_\_\_\_

Wall fastener type \_\_\_\_\_ size \_\_\_\_\_ spacing \_\_\_\_\_

Floor fastener type \_\_\_\_\_ size \_\_\_\_\_ spacing \_\_\_\_\_

\_\_\_\_ (initial) I understand that Lateral Arm Systems can not be used on any mobile home (new or used) if the sidewall tie-down spacing exceeds five feet four inches (5'- 4").

\_\_\_\_ (initial) I understand that the under-home grade (ground) must be cleaned of all vegetation and organic material except grass not exceeding 3 inches (3") in height. I understand that the area beneath and around the home shall be graded and sloped for proper drainage so that water will not accumulate under the home. I understand that all grass and organic material must be removed at pad locations and pier foundations placed on stable soil or compacted fill. I understand that the minimum clearance between the finished grade under the mobile home and the I-beams must be at least eighteen inches (18").

\_\_\_\_ (initial) I understand that a properly installed gasket between floors, end walls, and at the bottom of the ridge beam is a requirement of all new and used mobile homes and that condensation, mold, mildew, and buckled marriage walls are a result of poorly installed gaskets or no gasket being installed. I understand that a strip of tape will not serve as a gasket. Type of gasket to be installed: \_\_\_\_\_

\_\_\_\_ (initial) I understand that the bottom board must be repaired as required and/or taped. I understand that siding must be installed as per manufacturer's specifications. I understand that the fireplace chimney must be installed so as not to allow water intrusion. I understand that any skirting to be installed must have a minimum of one square foot (1 sq. ft.) of vent area for every 150 square feet (150 sq. ft.) of floor area. I understand that the dryer vent and range down flow vent must be installed to discharge outside of the skirting.

\_\_\_\_ (initial) I understand that plumbing drain lines must be supported at four foot (4') maximum intervals. I will insure that all sewer drains are connected to an existing sewer tap or approved septic tank. I will insure that all potable water supply piping is connected to an existing water meter, water tap, or other approved independent water supply system.

\_\_\_\_ (initial) I understand that all electrical crossovers must be protected. I will insure that all electrical conductors between multi-wide units, including the bonding wire(s), will be connected, but the main power source will not be connected without a separate associated electrical permit.

\_\_\_\_ (initial) I understand that all installation components must be approved for use as such by the Department of Highway Safety, Division of Motor Vehicles.

I, the undersigned licensed mobile home installer or dealer/installer, attest that the mobile home installed under this permit will meet all of the provisions of the rules in Chapters 15-C-1 and 15-C-2 of the Department of Highway Safety, Division of Motor Vehicles or the manufacturer's installation instructions.

Licensed installer name (print) \_\_\_\_\_

IH/DIH license number \_\_\_\_\_

Licensed installer signature \_\_\_\_\_ Date \_\_\_\_\_

Before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, in the county of Duval, State of Florida, has personally appeared

\_\_\_\_\_ herein by himself/herself and affirms all statements and declarations herein are true and accurate.

Notary Public at Large, State of \_\_\_\_\_, County of \_\_\_\_\_

Personally Known \_\_\_\_ or Produced Identification \_\_\_\_ ID type \_\_\_\_\_

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## Penetrometer and Torque Probe Test Results

(These sections below to be used when applicable. When either is used must be initialled)

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**Pocket Penetrometer Test** (required if declaring soil bearing pressure greater than 1,000 p.s.f.)

X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_

<p>Testing method</p> <ol style="list-style-type: none"> <li>1. Test the perimeter of the proposed home site at 6 locations as shown.</li> <li>2. Take the reading at the depth of the pier pad or footer.</li> <li>3. Using 500 psf increments, use the lowest reading and round down to that increment.</li> </ol>
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X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_

The result of the penetrometer test is \_\_\_\_\_ p.s.f.

XX

**Torque Probe Test** (required if using anchors less than 5 feet)

The result of the torque probe test is \_\_\_\_\_ inch pounds. If the test results show 275 inch pounds or less, 5 foot anchors must be used.

\_\_\_\_\_ (initial) A state-approved lateral arm system is being used and 4 ft anchors are allowed at the sidewall locations. I understand that 5 ft anchors are required at all centerline tie points where the torque test result is 275 inch pounds or less and where the mobile home manufacturer requires anchors with a minimum 4,000 lb holding capacity.

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I declare that I have personally performed the test(s) contained herein and that the reported results are true and accurate. Date tested \_\_\_\_\_ (initial) \_\_\_\_\_