



CITY OF JACKSONVILLE, FLORIDA
BUILDING INSPECTION DIVISION

Permit Number

MOBILE HOME PERMIT APPLICATION

Application must be typed or printed legibly in ink. Complete all relevant fields.

OFFICIAL USE ONLY
REAL ESTATE NUMBER
STREET NUMBER
TYPE
ZONING APPROVAL
FINAL APPROVAL
FEE \$
MINIMUM FEE: YES NO
NOTICE OF COMMENCEMENT REQUIRED? YES NO

PROJECT IDENTIFICATION
PROPERTY OWNERSHIP DETAILS
PROJECT CONTACT
PROJECT CONTACT PHONE
BRIEF DESCRIPTION OF WORK
MAILING ADDRESS
OWNER CONTACT PHONE
OWNER E-MAIL ADDRESS

BUILDING PERMIT ADDRESS (This is the physical address of the actual work location.)
STREET NUMBER
STREET NAME
TYPE (Ave/Blvd/Court/Road)
DIRECTION
UNIT/SUITE
ZIP CODE
INTERSECTING STREETS
AND
LOT NO.
BLOCK
MOBILE HOME PARK

LICENSED INSTALLER
INFRASTRUCTURE INFORMATION
COMPANY NAME
NAME
LICENSE NO.
CITY ID NO.
ADDRESS
PHONE
FAX
E-MAIL ADDRESS
HVAC Yes No
Type of Heating Fuel
Water Supply
Sewage Disposal
Dimensions: Width (feet) Length (feet)

FEE SIMPLE TITLEHOLDER (IF OTHER THAN OWNER)
NEW RESIDENTIAL PERMIT INFO
NAME
ADDRESS
SINGLE FAMILY
No. of Bedrooms
No. of Bathrooms: Full Partial

TYPE OF IMPROVEMENT
WIDTH
JOB COST
PAYMENT METHOD
Mobile Home - New
Mobile Home - Replacement
Other - Specify:
VIN #:
Year:
Make:
Single-Wide
Double-Wide
Triple-Wide
Total costs to include plumbing, electrical, and mechanical.
Cash
Credit
Escrow Account
Exempt

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 in this jurisdiction.

OWNER'S AFFIDAVIT—I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER—YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

OWNER or AGENT
(If Agent, Power of Attorney or Agency Letter Required)
Signed:
Date:
Before me this day of
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

INSTALLER
(Qualifier Only)
Signed:
Date:
Before me this day of
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

OFFICIAL USE ONLY			
PERMIT REQUIREMENTS 1. <input type="checkbox"/> Elevation Certificates required. ✓ Submit to Development Management Services, Room 2100, Edward Ball Building prior to final inspection requests. 2. <input type="checkbox"/> _____ _____ _____	REQUIRED ASSOCIATED PERMITS	FEE CALCULATIONS	
	<input type="checkbox"/> Building <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing	Item	Fee
		Permit Fee	_____
	Adjustments	_____	
	TOTAL FEE	_____	
APPROVAL NOTES & REQUIRED INSPECTIONS			
DEVELOPMENT MANAGEMENT SERVICES BFE _____ FZ _____ No _____ Date ____/____/____ Signed _____	CONCURRENCY MANAGEMENT Deminimis _____ By _____ Date ____/____/____ Fair Share Override _____ By _____ Date ____/____/____ Exempt _____ By _____ Date ____/____/____ VPAC / CRC NO. _____		
PLANNING	PLUMBING		
BUILDING OFFICIAL COMMENTS _____ _____ _____			

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 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 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.