

PERMIT SUBMITTAL REQUIREMENTS

RESIDENTIAL NEW OR USED CONSTRUCTION MOBILE HOME INSTALLATION

Types of Work:

- New or Used Mobile Home Installation

Documents Required

****All the documents below must be submitted in an electronic format****

- Mobile/Manufactured Home Set-up Plans ([Worksheet](#))
- [Driveway Connection](#)
- [Replacement Affidavit](#) (If replacing existing mobile home or habitable structure)

Site Plans Including:

- If in a mobile home park – A park map is required depicting location of proposed work
 - Address and Parcel number
 - Street name and location
 - Property lines with dimensions
 - North arrow
 - Location and dimensions of all existing and proposed structures
 - Setbacks from proposed to all property lines and existing structures
 - Depict any wetland present on property when applicable
 - Flood zone identification and demarcation line if a property is in a mixed region
 - Setbacks to any wetland delineation, flood zone delineation, or mean high water line for waterfront properties when applicable.
 - Show easements with dimensions
 - Finished Floor Elevation
 - Stairs and A/C location with dimensions and setbacks
 - Driveway with dimensions and dimensions with flares at ROW
 - Tree location (If removing trees outside of the 5' radius of the proposed work area a tree removal permit will be required.
 - Building access details / construction documents
- If the project is over \$5,000
 - [Notice Of Commencement](#) (must be notarized and recorded with [Clerk of Courts](#))

Construction located in a **special flood hazard area** must comply with the requirements of floodplain construction.

- All manufactured homes installed in flood hazard areas shall be installed on permanent, reinforced foundation/tie-down required (signed and sealed) that:
 - In flood hazard areas (Zone A) other than coastal high hazard areas, are designed in accordance with the foundation requirements of the Florida Building Code, Residential Section R322.2 and Pasco County Land Development Code Section 1104.
 - In coastal high hazard areas (Zone V), are designed in accordance with the foundation requirements of the Florida Building Code, Residential Section R322.3 and Pasco County Land Development Code Section 1104
- The permit application shall include a licensed professional for this scope of work pursuant to F.S. 489 (CBC, CRC, or CGC)

Common Reasons for Disapproval

- Plans not dimensioned
- Contractor's information not current in the system
- Application missing complete owner information

Tutorials, Helpful Videos & Reference Links: Florida Building Code:

<https://floridabuilding.org/c/default.aspx>

Pasco Land Development Code:

https://library.municode.com/fl/pasco_county/codes/land_development_code

Apply for a permit in PascoGateway:

<https://aca-prod.accela.com/pasco/Default.asp>

PERMIT WORKSHEET

MOBILE/MANUFACTURED HOME SET-UP PLANS

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POCKET PENETROMETER TEST

The pocket penetrometer tests are rounded down to _____psf or check here to declare 1000lb. soil _____ without testing.

X _____ X _____ X _____

POCKET PENETROMETER TESTING METHOD

1. Test the perimeter of the home at 6 locations.
2. Take the reading at the depth of the footer.
3. Using 500lb. increments, take the lowest reading and round down to that increment.

X _____ X _____ X _____

TORQUE PROBE TEST

The results of the torque probe test is _____ inch pounds or check here if you are declaring 5’ anchors without testing _____. A test showing 275 inch pounds or less will require 4 foot anchors.

NOTE: A state approved lateral arm system is being used and 4 ft. anchors are allowed at the sidewall locations. I understand 5 ft. anchors are required at all centerline tie points where the torque test reading is 275 or less and where the mobile home manufacturer may require anchors with 4000lb holding capacity.

_____ Installer’s Initials

ALL TESTS MUST BE PERFORMED BY A LICENSED INSTALLER

Installer Name _____

Date Tested _____

ELECTRICAL

Connect electrical conductors between multi-wide units, but not to the main power source. This includes the bonding wire between multi-wide units.

PLUMBING

Connect all sewer drains to an existing sewer tap or septic tank.

Connect all potable water supply piping to an existing water meter, water tap, or other independent water supply systems.

SITE PREPARATION

Debris and organic material removed _____
 Water drainage: Natural _____ Swale _____ Pad _____ Other _____

FASTENING MULTI-WIDE UNITS

Floor: Type Fastener: _____ Length: _____ Spacing: _____
 Walls: Type Fastener: _____ Length: _____ Spacing: _____
 Roof: Type Fastener: _____ Length: _____ Spacing: _____

For used homes, a minimum 30 gauge, 8" wide, galvanized metal strip will be centered over the peak of the roof and fastened with galvanized roofing nails at 2" on center on both sides of the centerline.

GASKET (WEATHERPROOFING REQUIRED)

I understand a properly installed gasket is a requirement of all new and used homes and that condensation, mold, mildew and buckled marriage walls are a result of poorly installed or no gasket being installed. I understand a strip of tape will not serve as a gasket.

_____ Installer's Initials

WEATHERPROOFING

The bottom board will be repaired and/or taped. Yes _____ Page _____
 Siding on units is installed to manufacturer's specifications. Yes _____
 Fireplace chimney installed so as not to allow intrusion of rainwater. Yes _____

MISCELLANEOUS

Skirting to be installed. Yes _____ No _____
 Dryer vent installed outside of skirting. Yes _____ N/A _____
 Range downflow vent installed outside of skirting. Yes _____ N/A _____
 Drain lines supported at 4 foot intervals. Yes _____
 Electrical crossovers protected. Yes _____
 Other: _____

Installer verifies all information given with this permit worksheet is accurate and true based on the manufacturer's installation instructions and or Rule 15C 1 & 2.

Installer Signature _____ Date _____

BLOCKING PLAN

Typical double wide blocking plan

Length x width _____
 Manufacturer _____

Designate location of all lateral arms and longitudinal stabilizing devices on the blocking plan.

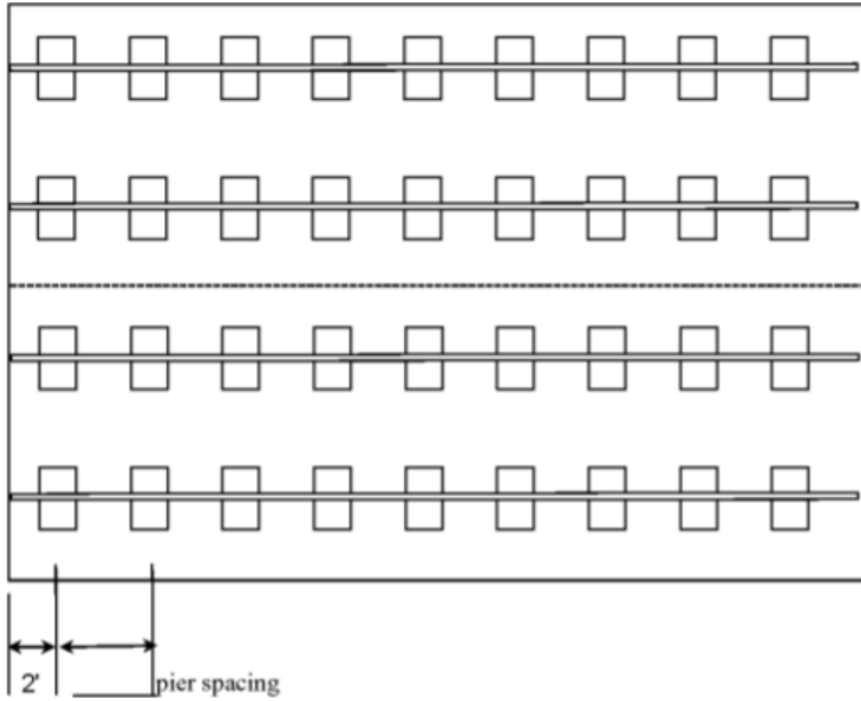
Lateral Arm



Longitudinal Stabilizing Devices

← Marriage Wall

The location of these piers will vary with each floor plan.



Typical single wide blocking plan

