



**CITY OF MASCOTTE
PERMIT APPLICATION CHECKLIST
MOBILE HOME**

Introduction

All items listed in the Checklist must be submitted with your completed application. Your application cannot be processed if any one of the items listed is incomplete or missing. An application for any proposed work becomes void if not picked up within 180 days.

Impact Fees

You may be required to pay an impact fee prior to the permit being issued.

Notice of Commencement

If the valuation of the job is greater than \$5,000, a NOTICE OF COMMENCEMENT (NOC) must be recorded at the Lake County Recording Office and posted on the job site. A certified copy of the recorded NOC must be on the job site prior to the first inspection.

Inspections

A list of required inspections is listed near the end of this application.

Permit Expiration

A valid permit may be extended past the 180-day time frame if an extension is requested in writing and justifiable cause has been demonstrated. Additional fees apply for an extension of the permit.

The following items are required with submission of your building permit application:

Application:

- Building Permit Application filled out completely.
- Alt. Key Number of property. This can be found on your tax bill or Lake County Property Appraiser website.
- Owner/Builder Disclosure Statement (attached with this packet) if being done by owner.
- Copy of Septic Tank Permit
- Mobile Home Installation instructions.

Plans:

- Pocket Penetrometer Test Report
- Mobile Home tie-down manufacturing, size, and type
- Floor plans from Mobile Home Manufacturer with engineering for:
 - Pier/Location
 - Footing Size
 - Tie-Down Location
 - Lateral Tie-Downs
 - Longitudinal Tie-Downs or Approved Alternate System
 - Mobile Home Size

Zoning:

- Site plan or certified survey.
- Be drawn in blue or black ink only.
- Be drawn to scale.
- Show any lake, canal, wetlands and flood zones.
- Show property dimensions, shape and size.
- Show all existing and proposed structures and their dimensions and identify them. Be sure to include the size of the proposed mobile home.
- Show all street frontages (corner lot, double frontage, etc.)
- Show distances in feet and inches from all property lines to all structures.
- Show any driveway on site plan.
- Show all easements (utility, drainage, ingress/egress, conservation, etc.)
- Completed copies of the Landscape Worksheet

MOBILE HOME INSPECTION SCHEDULE

For our Building Division to operate smoothly and more effectively, the following sequence will be used when calling for inspections. The Block and Tie-Down inspection must be complete prior to calling for remaining inspections. Skirting shall not be installed at the time of the Block and Tie-down, Final Plumbing, Final Electric, Final Gas and Final A/C (mechanical) inspections.

1. Rough Mobile Home- The Block and Tie-down inspections must be completed before the skirting is installed. We will also check for the rough plumbing, electrical and mechanical work at this inspection. Make sure the septic tank or sewer connection is ready at this inspection.
2. All Final - When the job is 100% complete.

All mobile homes within a Flood Zone area must submit a sealed elevation certificate certified as finished construction to Kelly Turner, Floodplain Manager prior to the block and tie-down inspection. Mechanical equipment and components must also be elevated above the Base Flood Elevation.

REMINDER:

It is the contractor's and/or owner/builder's responsibility to ensure that all required inspections are made prior to proceeding with work on projects. Upon issuance of your permit, work must begin within 180 days. If work is not begun within 180 days from permit issuance, or work is suspended or abandoned for a period of 180 days, your permit will become invalid and will be void. Be advised that lack of inspection activity for a 180-day period is considered suspension or abandonment of the permitted work.

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. I understand that a permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, ETC.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

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

Owner/Contractor or Authorized Agent Signature

STATE OF FLORIDA COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of 20_____,
by (name of person acknowledging) _____

Personally known

Produced Identification

Type of Identification Produced: _____



**CITY OF MASCOTTE
PERMIT APPLICATION
MOBILE HOME**

Owners Email Address: _____

Permitting Service Email Address: _____

Check ALL That May Apply: Mobile Home Set-Up Replacement MH Additions

Total Value of Proposed Project: \$ _____

(Include value of all improvements and installation.)

Legal description: Lot _____ Block: _____ Alt Key: _____

Address of Job site: _____

Property Owner: _____

Permitting Service Name: _____

Phone: _____ Contact Name: _____

Contractor List (Complete as Necessary)

MH Dealer: _____

Email:	
License:	Phone:

MH Set-up contractor: _____

Email:	
License:	Phone:

Electrical: _____

Email:	
License:	Phone:

Plumbing: _____

Email:	
License:	Phone:

Mechanical: _____

Email:	
License:	Phone:

Pocket Penetrometer Test

X _____

X _____

X _____

- Test the perimeter of the home at six (6) locations.
- Take the reading at the depth of the footer.
- Using 500 LB increment, take the lowest reading and round down to that increment.

X _____

X _____

X _____

Perimeter

Test Locations

This Site Rounded Down to _____ PSF

- **Test must be performed by a licensed installer.**

Date Tested: _____

Licensed Installer Name: _____

License Number: _____

I hereby certify that this test was performed at the address.

Licensee Signature

PERMIT APPLICATION/MANUFACTURED HOME INSTALLATION

Attach engineering floor plans and pages referenced from manual to this sheet. This form not applicable in flood zones.

Date: _____ Permit # _____

Applicant _____ Dealer/Installer Name _____

Site Location _____ License Number _____

Phone # _____ Fax # _____

Manufacturer=s Name _____ Installation Decal # _____

Serial # _____ Installation Standard Used: **(Check One)** Manufacturer=s Manual ___ 15C

Roof Load ___ Wind Zone ___ Number of Sections ___ Width _____ Length _____ Year _____

SITE PREPARATION:

Debris and Organic Material Removal _____ Compacted Fill _____ Page # _____

Water Drainage Natural _____ Swale _____ Pad _____ Other _____ Page # _____

FOUNDATION:

Load Bearing Soil Capacity: _____ or Assumed 1000 psf _____ Page # _____

Footing Type: Poured in place _____ Precast _____ ABS Size & Thickness _____ Page # _____

I-Beam or Mainrail Piers: Single Tiered _____ Double Interlock _____ Page # _____

Size of Piers _____ Placement of O/C _____ Page # _____

Perimeter Pier Blocking: Size _____ Placement of O/C _____ Page # _____

Ridge Beam Support Blocking: Size _____ Number _____ Location(s) _____ Page # _____

Ridge Beam Support Footer: Size _____ Number _____ Location(s) _____ Page # _____

Center Line Blocking: Number _____ Location(s) _____ Page # _____

Pad Size 1. _____ Pad Size 2. _____ Pad Size 3. _____ Pad Size 4. _____ Pad Size 5. _____

Special Pier Blocking: Required (Fireplace, Bay Window, Etc.) Yes _____ No _____ Page # _____

Mating of Multiple Units: Mating Gasket _____ Type Used _____ Page # _____

Fasteners: Roofs Type & Size _____ Spacing _____ O/C _____ Page # _____

Endwalls Type & Size _____ Spacing _____ O/C _____ Page # _____

Floors Type & Size _____ Spacing _____ O/C _____ Page # _____

ANCHORS:

Type 3150# Working Load _____ 4000# Working Load _____ Page # _____

Height of Unit: (Top of Foundation or Footer to Bottom of Frame) _____ Page # _____

Number of Frame Ties: _____ Spacing _____ O/C Angle of Strap _____ Degrees Page # _____

Number of Over Roof Ties: (if required) _____ Page # _____

Number of Sidewall Anchors _____ Zone II _____ Zone III _____ Page # _____

Endwall/Longitudinal Anchors _____ Zone II _____ Zone III _____ Page # _____

Number of Centerline Anchors _____ Number of Stabilizer Devices _____ Page # _____

Vents Required for Underpinning (1 SF/150 SF of Floor Area) Number _____ Page # _____

I, _____, hereby attest that I have been trained in the use of this installation manual and the above information is true and accurate.

Signature

State of _____ County of _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this ____ day of _____, _____, by _____.

Personally Known OR Produced Identification

Type of Identification Produced

Notary Public

(Stamp, Type, or Print Name of Notary)

If the information provided on this application is false or erroneous, there may be re-inspection and penalty fees required.