



Bradford County  
Building, Zoning & Planning  
945-F North Temple Ave.  
Starke, FL 32091  
Phone: 904-966-6223  
Fax: 904-966-6220



## **REPLACE OR NEW INSTALLED MOBILE HOME PERMIT INFORMATION**

1. You **MUST PROVIDE** a parcel number (this number identifies the property in which the Mobile home will be placed.) This can be found on your tax bill or the Property Appraisers website.
2. **The Zoning Department** will issue the zoning certification and Flood Zone Designation Map (\$25 each) on the property. This can be done when you bring the application in for review.
3. If not connected to municipal water and sewer, a septic tank permit must be obtained from the **Bradford County Environmental Health Department, (904)-964-7732**. The Health Department **MUST** initial by "Septic Number" on the application form before the application will be reviewed. If you already have a septic you will still need to check with the health department.
4. If you are not the property owner, then you must have a notarized letter of authorization (POA) from the property owner authorizing you to place the mobile home on their property. (see attached rental affidavit.)
5. Road Department **MUST** initial by "Culvert Number" on the application if this is the first time a home is going on the property. **Road Dept: (904) 966-6243**.
6. **DOCUMENTS REQUIRED IN ORDER TO BE ISSUED A PERMIT:**
  - **Completed Mobile home affidavit & installation worksheet. Including blocking diagram. (State Licensed Mobile Home Installer needs to fill this out.)**
  - **Must have a state licensed Mobile Home installer and Electrician. (see attached sheet)**
  - **Site plan or survey showing setbacks from property line and where the Mobile Home is going. You may draw the mobile home with setbacks on the plans or survey.**
  - **Warranty deed if owners just bought the property 5 months ago or less.**
  - **Must have a 911/site address. (Address must be posted at driveway and on the home with 4in. #'s that contrast from their background. 911/Site Addressing (904)-966-6179**
  - **The permit fee is \$150.00 (Singlewide) \$250.00 (Doublewide) \$100.00 fee for each section thereafter. There is an Electrical fee of about \$54 and a Solid Waste fee. If you can show proof that you have been paying a solid waste fee then no fee will be charged.**
  - **If in a Flood Zone A or AE, a Floodplain Development Permit Application will need to be submitted with this application. Our Zoning Department can help with this.**
7. For new electrical service or transfer of electrical service you must submit an application to your POWER SERVICE PROVIDER BEFORE TURNING IN THIS APPLICATION:  
**FPL: 1-800-462-0561      CLAY ELECTRIC: 352-473-8000 EXT 356**

**NOTE: It may take up to 7 business days once you have turned in a completed application and documents for you to receive your permit. We will call you when your permit is ready.**



**PERMIT APPLICATION BRADFORD COUNTY, FLORIDA**

PERMIT # \_\_\_\_\_ PERMIT TYPE: (circle appropriate)  
PARCEL# \_\_\_\_\_ Mechanical/ Plumbing/ Building/ New MH on site or replace MH  
Other \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ Contractor Name: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ Business name \_\_\_\_\_  
\_\_\_\_\_ Contractor Phone: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ Cell: \_\_\_\_\_ *Admin Review: Y/N*  
Cell: \_\_\_\_\_  
911/SITE ADDRESS: \_\_\_\_\_ Septic #:(see Health Dept) \_\_\_\_\_  
\_\_\_\_\_ Culvert #:(See Road Dept) \_\_\_\_\_

Total Sq Ft. \_\_\_\_\_ Estimated Cost: \_\_\_\_\_ Power Company: \_\_\_\_\_  
Description of Work: \_\_\_\_\_  
\_\_\_\_\_

Direction to Job(if new construction) \_\_\_\_\_  
\_\_\_\_\_

*Application is hereby made to obtain a permit to do the work and installation 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 separate permit must be secured for electrical work, plumbing, signs, wells, pools, furnaces, boilers, heaters, tanks, and air cond. etc*

**Owners/Contractor Affidavit:** *I certify that all the foregoing information is accurate and true, and that all work will be done in compliance with all applicable laws regulating construction, contractor licensing and zoning. I am responsible for the supervision and completion of the construction.*

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Owner/Contractor Sig: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Personally known or Produced ID, type of ID \_\_\_\_\_

Notary Signature \_\_\_\_\_ Date: \_\_\_\_\_



**OFFICE USE ONLY PLANNING/ZONING INFORMATION**

Parcel #: \_\_\_\_\_ Land Use/Zoning Classification: \_\_\_\_\_

Minimum Lot Size: \_\_\_\_\_ Lot Width: \_\_\_\_\_ Set Backs: Front \_\_\_\_\_  
Side: \_\_\_\_\_ Rear: \_\_\_\_\_

FEMA Flood Zone: \_\_\_\_\_ BFE: \_\_\_\_\_

Zoning Comments: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**MOBILE HOME INSTALLER AFFIDAVIT**

**As per Florida Statutes Section 320.8249 Mobile Home Installers License:**

Any person who engages in Mobile Home installation shall obtain a Mobile Home installer's license from the bureau of Mobile Home and Recreational Vehicle Construction of the Department of Highway Safety and Motor Vehicles pursuant to this section. Said license shall be renewed annually, and each Licensee shall pay a fee of \$150.

I \_\_\_\_\_, license number \_\_\_\_\_  
Please Print Name

I do hereby state that the installation of the manufactured home located at \_\_\_\_\_  
911 Address  
\_\_\_\_\_ will be done under my supervision.

Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20 \_\_\_\_\_

Notary

**ELECTRICAL CONTRACTOR AFFIDAVIT**

All Electrical Contractors must have current license and Insurance with this office prior to issuance of permit.

Company Name: \_\_\_\_\_

Contract Value: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20 \_\_\_\_\_

Notary

**INSTRUCTIONS: FILL OUT THIS FORM WHEN A MOBILE HOME IS BEING PLACED ON PROPERTY NOT OWNED BY THE MOBILE HOME OWNER, I.E., RENTAL PROPERTY.**

TO: BRADFORD COUNTY BUILDING DEPARTMENT

DATE:

I, \_\_\_\_\_ do hereby authorize  
(Property Owner's Name)

\_\_\_\_\_ to place the herein described mobile home on my property.  
(Occupant's Name)

Parcel Number: \_\_\_\_\_ Sec. \_\_\_\_\_, Tsp. \_\_\_\_\_, Rng.

Description of Mobile Home: Make: \_\_\_\_\_ Model:

Year: \_\_\_\_\_ Size: \_\_\_\_\_ Serial Number: \_\_\_\_\_

**I UNDERSTAND THAT I, AS PROPERTY OWNER, WILL BE HELD RESPONSIBLE FOR ANY INFRACTION TO THE BRADFORD COUNTY LAND DEVELOPMENT REGULATIONS AS MAY OCCUR AS A RESULT OF THIS MOBILE HOME BEING PLACED ON MY PROPERTY.**

\_\_\_\_\_  
Property Owner's Signature

**STATE OF FLORIDA  
COUNTY OF BRADFORD**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by  
. \_\_\_\_\_ Personally Known, \_\_\_\_\_ Identification Produced.

\_\_\_\_\_  
Notary Public-State of Florida

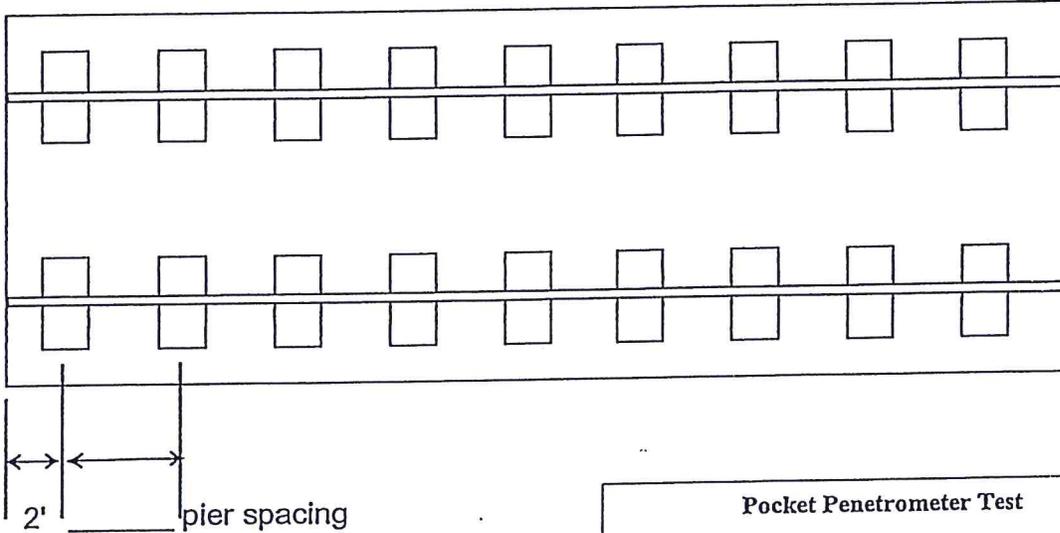
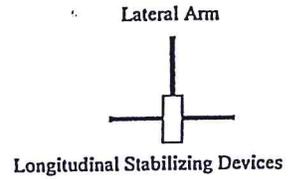
**SEAL:**

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

# Blocking Plan

*typical single wide blocking plan*

Manufacturer \_\_\_\_\_  
Length x width \_\_\_\_\_



**Pocket Penetrometer Test**

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

Pocket Penetrometer test results \_\_\_\_\_  
Soil torque probe test results \_\_\_\_\_  
Anchor Length \_\_\_\_\_  
I-beam pier pad size \_\_\_\_\_  
Perimeter pier pad size \_\_\_\_\_

Other information

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

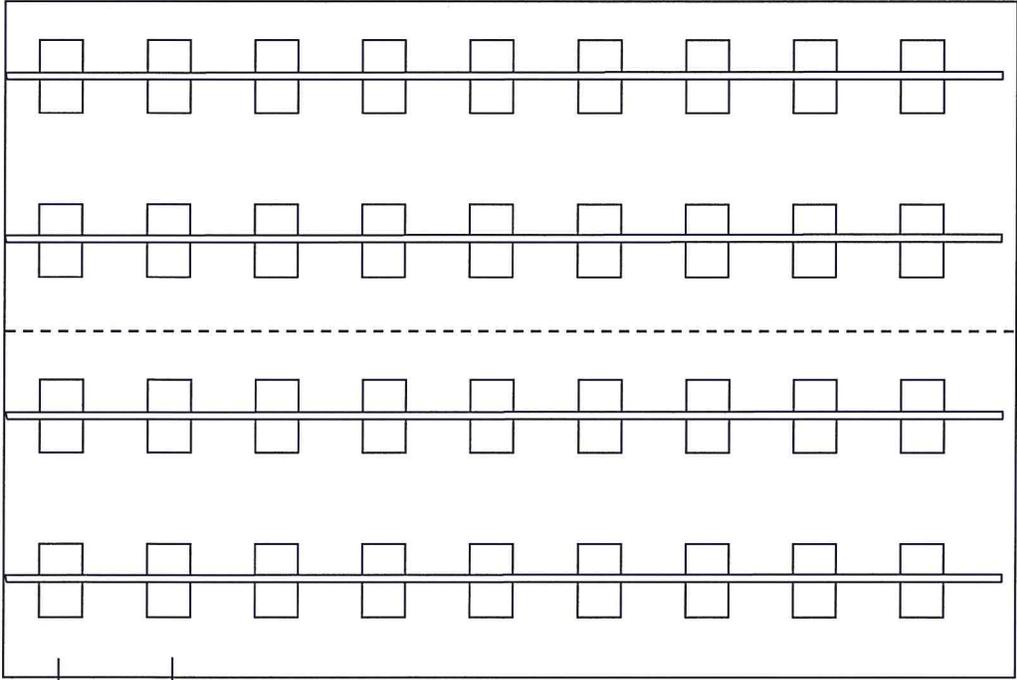
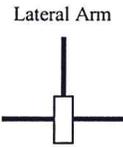
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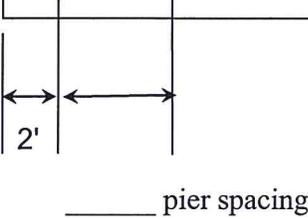
Designate location of all lateral arms and longitudinal stabilizing devices on the blocking plan.

**Blocking Plan**      *typical double wide blocking plan*

Length x width \_\_\_\_\_  
 Manufacturer \_\_\_\_\_



Marriage Wall  
 the location of  
 these piers will  
 vary with each  
 floor plan.



**Pocket Penetrometer Test**

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

Soil Bearing \_\_\_\_\_  
 Soil torque probe test results \_\_\_\_\_  
 Anchor Length \_\_\_\_\_  
 I-beam pier pad size \_\_\_\_\_  
 Perimeter pier pad size \_\_\_\_\_

Marriage wall pier pad sizes – outline pad locations on the centerline and show sizes below

Permit # \_\_\_\_\_

Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Name of Licensed Installer \_\_\_\_\_  
License # \_\_\_\_\_  
Installation Decal # \_\_\_\_\_

Manufacturer's Name \_\_\_\_\_ Wind Zone \_\_\_\_\_ New home \_\_\_ Used home \_\_\_  
Number of Sections \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Year \_\_\_\_\_ Serial # \_\_\_\_\_  
Installation standard used: (check one) manufacturer's installation manual \_\_\_ Rule 15C-1 \_\_\_

Site PREPARATION:

Site Graded and fill dirt compacted to 90% \_\_\_\_\_ - or - Page \_\_\_\_\_  
Drain tile and sump pump to be installed \_\_\_\_\_ - or - Page \_\_\_\_\_  
Describe any other site prep method to be used \_\_\_\_\_ Page \_\_\_\_\_  
Organic material removed \_\_\_\_\_ Page \_\_\_\_\_  
Site graded or prepared for adequate drainage \_\_\_\_\_ Page \_\_\_\_\_  
A vapor bather is required for new homes Page \_\_\_\_\_  
I understand that a poorly prepared site can cause doors and windows to bind, mold  
and mildew to form in the home. Installer's initials \_\_\_\_\_

FOUNDATION:

Load bearing soil capacity (psf) \_\_\_\_\_ or assumed 1000 psf \_\_\_\_\_ Page \_\_\_\_\_  
Footing type: plastic pad \_\_\_\_\_, 16 x 16 concrete footer \_\_\_\_\_, poured footer \_\_\_\_\_ Page \_\_\_\_\_  
I-beam piers: 0/C spacing's \_\_\_\_\_ Foundation pad size \_\_\_\_\_ Page \_\_\_\_\_  
Perimeter piers: locations \_\_\_\_\_ Page \_\_\_\_\_  
Centerline pier locations \_\_\_\_\_ Page \_\_\_\_\_  
Centerline piers: Number \_\_\_\_\_ Footer sizes \_\_\_\_\_ Page \_\_\_\_\_  
Special pier blocking: fireplace, bay windows, tubs, shear walls, etc, Yes \_\_\_ No \_\_\_ Page \_\_\_\_\_

TIE-DOWNS:

Torque probe reading \_\_\_\_\_ Declared 5 ft. anchors \_\_\_\_\_ Page \_\_\_\_\_  
I understand a torque probe test can only be performed by a licensed installer.  
Installer's initials \_\_\_\_\_  
Anchor type: 4 ft. \_\_\_\_\_ 5 ft. \_\_\_\_\_ Page \_\_\_\_\_  
Number of frame ties: \_\_\_\_\_ Spacing \_\_\_\_\_ Angle of strap \_\_\_\_\_ degrees Page \_\_\_\_\_  
Number of vertical ties: \_\_\_\_\_ Page \_\_\_\_\_  
Number of centerline anchors \_\_\_\_\_  
Longitudinal straps/anchors \_\_\_\_\_ or longitudinal stabilizing devices \_\_\_\_\_ Page \_\_\_\_\_  
Manufacturer of longitudinal stabilizing devices \_\_\_\_\_ Page \_\_\_\_\_  
Manufacturer of lateral arm systems (if used) \_\_\_\_\_ Page \_\_\_\_\_  
A State approved lateral arm system is being used and the installer will follow both the  
home's installation manual and the lateral arm manufacturer's installation instructions.  
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 4000 lb holding  
capacity. Installer's initials \_\_\_\_\_

CLOSE UP:

*Gasket:*

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

Page \_\_\_\_\_

Installer's initials \_\_\_\_\_ Type gasket \_\_\_\_\_

Fasteners are required to secure multi-sections of homes together (roof, sidewalls, floor)

Fasteners:	Roofs	Type and size _____	Spacing _____	Page _____
	Endwalls	Type and size _____	Spacing _____	Page _____
	Floors	Type and size _____	Spacing _____	Page _____

*Electrical:*

Connect electrical conductors between sections of the home this includes the bonding wire. Installers are not allowed to connect electrical power to the home. Access panels are to be installed .

Page \_\_\_\_\_

*Plumbing:*

Using the manufacturer supplied drain line drawing connect all sewer drains to an existing, sewer tap or septic tank

Page \_\_\_\_\_

Connect the potable water supply to an existing water meter, water tap or other - independent water system. Access panels are to be installed.

Page \_\_\_\_\_

*Weatherproofing:*

Rule 15C-2 requires the complete weather sealing of the home.

Bottom board repair

Page \_\_\_\_\_

Vinyl siding

Page \_\_\_\_\_

Soffit and fascia

Page \_\_\_\_\_

Roof close up: Check the one that applies

Manufacturer's installation manual \_\_\_\_\_

Page \_\_\_\_\_

Rule 15C-1 \_\_\_\_\_ 30 gauge, 8" wide, galvanized metal strip centered over the peak and fasten with galv. roofing nails at 2" on center on both sides of the centerline.

*Chimney:*

Install extra length flue pipe, install and seal storm collar, chimney cap

Page \_\_\_\_\_

Home skirted:

Yes \_\_\_ No \_\_\_

Page \_\_\_\_\_

If skirted ventilation is required: (check one)

Page \_\_\_\_\_

1 square foot for every 150 square feet of home (with no vapor barrier) \_\_\_\_\_

1 square foot for every 300 sq. ft. of home (suggested with vapor barrier) \_\_\_\_\_

Ventilated skirting \_\_\_\_\_

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Parcel Number: \_\_\_\_\_ Sec. \_\_\_\_\_, Tsp. \_\_\_\_\_, Rng.

Description of Mobile Home: Make: \_\_\_\_\_ Model:

Year: \_\_\_\_\_ Size: \_\_\_\_\_ Serial Number: \_\_\_\_\_

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\_\_\_\_\_  
Property Owner's Signature

**STATE OF FLORIDA  
COUNTY OF BRADFORD**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by  
\_\_\_\_\_ Personally Known, \_\_\_\_\_ Identification Produced.

\_\_\_\_\_  
Notary Public-State of Florida

SEAL:



## **BRADFORD COUNTY MOBILE HOME ELECTRICAL COMPLETION AFFIDAVIT**

I, \_\_\_\_\_ affirm that the electrical service installed at  
ELECTRICIANS NAME OR NAME OF DESIGNEE

\_\_\_\_\_ for \_\_\_\_\_  
911/SITE ADDRESS OWNERS NAME

has been completed to the best of my knowledge in compliance with the standards set forth in the 2008 edition of the National Electric Code and Chapter 34 of the 2010 Florida Building Code Residential.

\_\_\_\_\_  
PRINTED NAME OF CONTRACTOR DATE CONTRACTOR SIGNATURE

\_\_\_\_\_  
CONTRACTOR STATE LICENSE # PERMIT # DATE OF COMPLETION

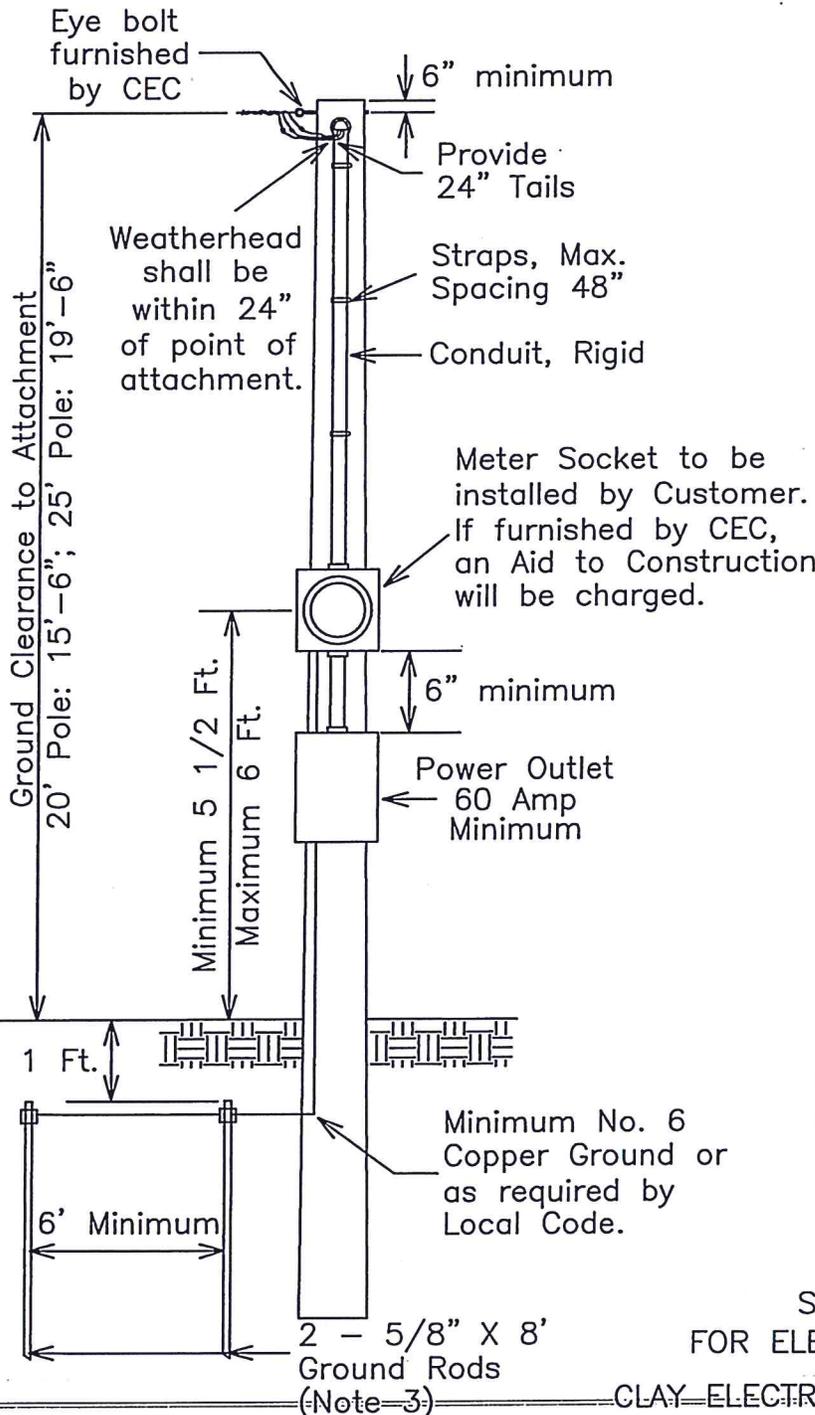
**\*\*\*MUST BE COMPLETED BY THE ELECTRICIAN AND PLACED WITH THE PERMIT  
BY THE FINAL INSPECTION.**

# TYPICAL OVERHEAD TEMPORARY SERVICE

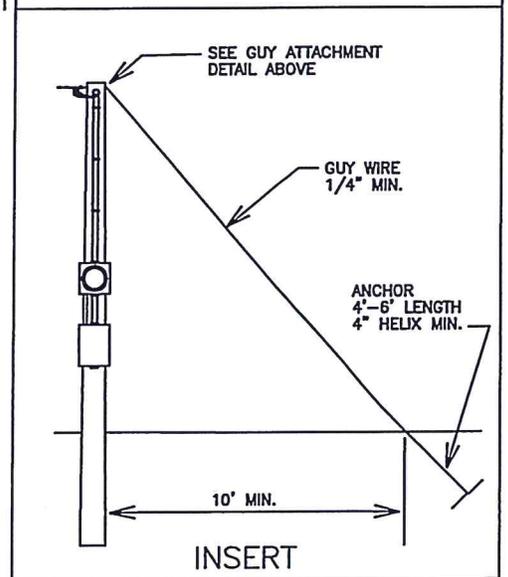
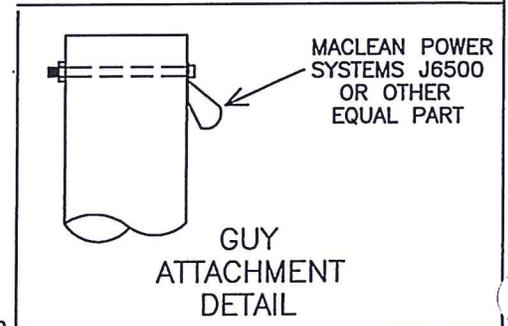
**Notes:**

1. Pole shall be approved pressure treated with a minimum top circumference of 15" and a minimum length of 20 feet or as required to obtain required ground clearance. Consult CEC District Engineering for pole length requirement.  
Minimum Ground Clearance of service wire, including drip loop, over all driveways and other areas traversed by vehicles: 16' -0".  
Minimum Ground Clearance of service wire, including drip loop, over areas for pedestrians only: 12'-0".
2. If service length is 50 feet or greater, guying is required. Refer to Insert detail.
3. One 5/8" x 8' ground rod may be used if the measured resistance to ground is 25 ohms or less.
4. Local codes that may exceed these requirements shall apply.
5. Satellite dishes, area lights and other customer owned attachments shall be a minimum of 12" below the service drip loop. Clearance shall be measured to the highest point of attached object. The most current National Electrical Safety Code (NESC) requirements shall apply.

Minimum Ground Clearance of Service Wire Including Drip Loop:  
Pedestrian Only Area = 12'-0"  
All Driveways and other areas traversed by vehicles = 16'-0"  
Consult CEC District Engineering for pole length requirement.



Pole Setting Depth:  
20' Pole - 4 Ft.  
25' Pole - 5 Ft.



STANDARDS  
FOR ELECTRIC SERVICE  
CLAY ELECTRIC COOPERATIVE, INC.  
KEYSTONE HEIGHTS, FLORIDA

DRAWN BY H. DYAL

## Service Conductors

200 amp services will be 4/0 aluminum or 2/0 copper with #6 or larger ground wire  
150 amp services will be 2/0 aluminum or #1 copper with #6 or larger ground wire  
100 amp services will be #2 aluminum or #4 copper with #6 or larger ground wire  
60 amp temporary services will be # 6 copper with #8 or larger ground wire

