



# City Of Starke

## **BUILDING, ZONING & PLANNING**

*Post Office Drawer C \* 209 N. Thompson Street  
Starke, Florida 32091  
Ph.: (904) 368-1332 \* Fax: (904) 368-1311*

### **MOBILE HOME PERMIT INFORMATION**

You must PROVIDE a parcel number (this number identifies the property in which the Mobile home will be placed.) This information is located on your tax bill.

The Building & Zoning Department will issue the zoning certification on the property the fee will be \$25.00 and issue a Flood Zone Designation Map the fee will be \$ 25.00. These fees will be collected at the issuance of the permit.

If you are not the property owner, then you must have a notarized letter of authorization from the property owner authorizing you to place the mobile home on their property. Please include the parcel number and description of the mobile home being placed on the property in the affidavit. (Make, Model, Year, Size and Serial numbers if possible)

#### **DOCUMENTS REQUIRED IN ORDER TO BE ISSUED A MOVE-ON PERMIT:**

- Completed Mobile Home Application:
- Completed Mobile home affidavit & installation worksheet: including blocking diagram
- Survey showing flood zone verification and site plan-showing setbacks from property line:
- Warranty deed:
- Must have 911 address at time of permitting; call 904-966-6179, address must be posted at time of final inspection.
- The permit fee is \$150.000 (Singlewide) \$250.00 (Doublewide))
- The electrical and HVAC permit fees will be determined by contract value:
- Installer's decal must be on home at time off inspection and step(s) with handrails at all doors.

There will be one final inspection for the electrical and blocking of the mobile home. After final inspection the mobile home must be skirted before getting a certificate of occupancy.

**IF NO INSPECTION WITHIN 180 DAYS OF ISSUANCE, THE PERMIT WILL BECOME NULL & VOID**

**MOBILE HOME PERMIT APPLICATION**  
**PROPERTY OWNER'S INFORMATION**

PROPERTY OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

911 ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

PARCEL ID#: \_\_\_\_\_

SECTION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_ RANGE: \_\_\_\_\_

YEAR OF MOBILE HOME: \_\_\_\_\_ WIDTH: \_\_\_\_\_ LENGTH: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

OWNER OR CONTRACTOR

DATE: \_\_\_\_\_

**DO NOT WRITE BELOW THIS BOX**

**ZONING DEPARTMENT CERTIFICATION**

LAND USE/ZONING CLASSIFICATION: \_\_\_\_\_

MINIMUM LOT AREA REQUIREMENT: \_\_\_\_\_

MINIMUM LOT WIDTH REQUIREMENT: \_\_\_\_\_

**MINIMUM PROPERTY SET-BACKS**

FRONT: \_\_\_\_\_ SIDES: \_\_\_\_\_ REAR: \_\_\_\_\_

ZONING SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**MOBILE HOME INSTALLER AFFIDAVIT**

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

All Mobile home installers must have licensed registered with the City prior to issuance of permit. The information to register license is available on the City’s website.

I \_\_\_\_\_, license number \_\_\_\_\_, do hereby authorize  
Please Print Name

\_\_\_\_\_ to pull permits and act on my behalf in all aspects in apply for mobile home permit that is to be located at \_\_\_\_\_, and will be done under my supervision.

Signature: \_\_\_\_\_

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

Notary Public \_\_\_\_\_, my commission Expires \_\_\_\_\_  
Signature Notary Stamp

**ELECTRICAL CONTRACTOR AFFIDAVIT**

All Electrical Contractors must have licensed registered with the City prior to issuance of permit. The information to register license is available on the City’s website.

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

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

Signature: \_\_\_\_\_

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

Notary Public Signature: \_\_\_\_\_ Stamp:

**HVAC CONTRACTOR AFFIDAVIT**

All HVAC Contractors must have licensed registered with the City prior to issuance of permit. The information to register license is available on the City’s website.

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

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

Signature: \_\_\_\_\_

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

Notary Public Signature: \_\_\_\_\_ Stamp:

**MOBILE HOME INSTALLATION WORKSHEET**

Applicant Name: \_\_\_\_\_ Name of Licensed Installer: \_\_\_\_\_  
Address: \_\_\_\_\_ License # \_\_\_\_\_  
\_\_\_\_\_ Installation Decal # \_\_\_\_\_

Manufacture Name: \_\_\_\_\_ Wind Zone \_\_\_\_\_ New \_\_\_\_\_ Used \_\_\_\_\_  
Number of Sections \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Year \_\_\_\_\_  
Serial Numbers \_\_\_\_\_

**SITE PREPARATION:**

Debris and organic material removed \_\_\_\_\_ Compacted Fill \_\_\_\_\_  
Water Drainage: Natural \_\_\_\_\_ Swale \_\_\_\_\_ Pad \_\_\_\_\_ Other \_\_\_\_\_

**FOUNDATION:**

Installation standard used: Manufacture's Manual \_\_\_\_\_ FAC 15C \_\_\_\_\_  
Tested load bearing soil capacity \_\_\_\_\_ or assumed 1000 psf \_\_\_\_\_  
Pad size \_\_\_\_\_ Pier spacing \_\_\_\_\_ Pier size \_\_\_\_\_  
Fasteners: Roof Type and size \_\_\_\_\_ Spacing \_\_\_\_\_  
                  Endwalls Type and size \_\_\_\_\_ Spacing \_\_\_\_\_  
                  Floors Type and size \_\_\_\_\_ Spacing \_\_\_\_\_  
Frames Ties Spacing \_\_\_\_\_ Roof Ties Spacing \_\_\_\_\_

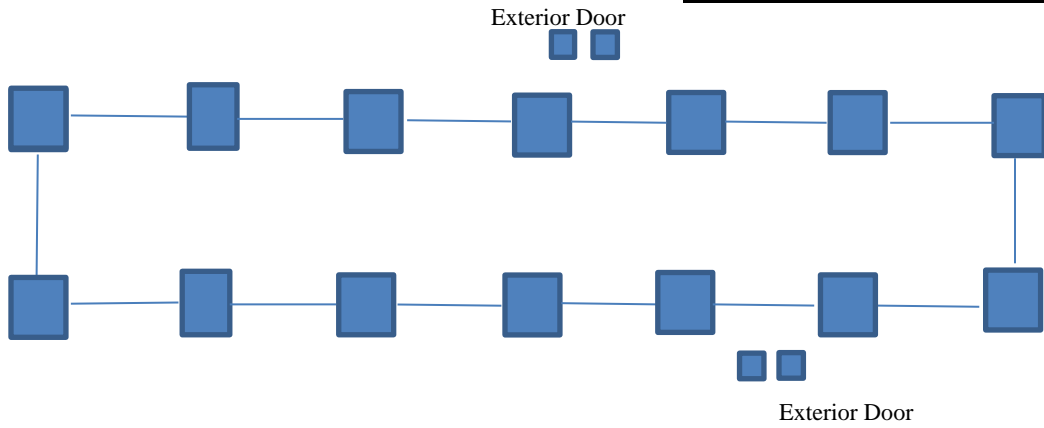
Number of Stabilizer Supports \_\_\_\_\_ Number of Centerline Anchors \_\_\_\_\_

**According to City of Starke LDC all Mobile homes must meet the following conditions and criteria, initial that the Mobile Home being installed will meet the list below:**

1. Installation shall be accordance with Florida Administrative Code, also called the Installation of Manufactured Homes, including the use of a permanent perimeter under floor enclosure and a permanent foundation; \_\_\_\_\_.
2. Siding material shall be wood, masonry, wood-like, masonry-like or other siding material and treatment of a type generally acceptable for site built housing; \_\_\_\_\_.
3. On site assembled home width shall be a minimum of twenty (20) feet, as measured across the narrowest portion of the home (this is not intended to prohibit offsetting of portions of the home); \_\_\_\_\_.
4. The main roof shall have a minimum pitch of two and one half (2 ½) feet rise for each twelve (12) Feet of horizontal run and a minimum roof overhang of six (6) inches per side; \_\_\_\_\_.
5. Roofing materials and treatment shall be generally acceptable material for site built housing; and \_\_\_\_\_.
6. All transportation equipment shall be removed and mobile home skirted; \_\_\_\_\_.

Soil Bearing Capacity \_\_\_\_\_ pounds  
 Pounds per square feet  
 Pier base/footer \_\_\_\_\_ x \_\_\_\_\_  
 Pier spacing \_\_\_\_\_ on center  
 Frames Piers \_\_\_\_\_ on center

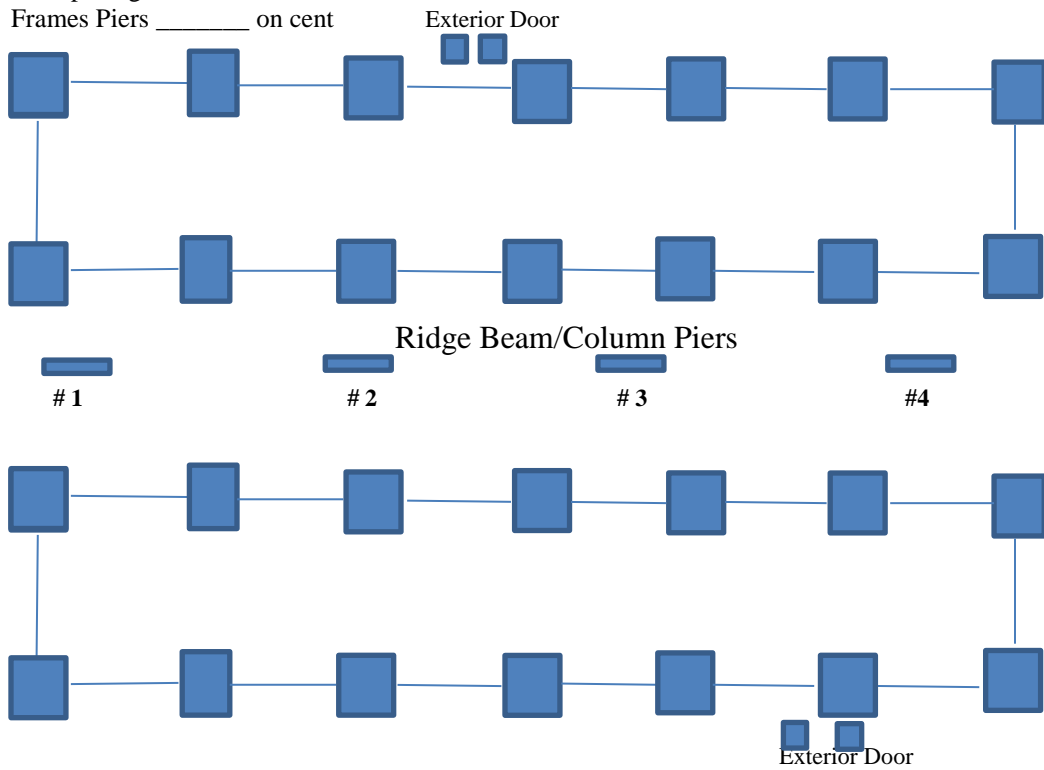
**NOT DRAWN TO SCALE**



**DOUBLE WIDE SKETCH**

Soil Bearing Capacity \_\_\_\_\_ pounds  
 Pounds per square feet  
 Pier base/footer \_\_\_\_\_ x \_\_\_\_\_  
 Pier spacing \_\_\_\_\_ on center  
 Frames Piers \_\_\_\_\_ on cent

**NOT DRAWN TO SCALE**



Ridge Beam/Column Piers pad size and load  
 # 1. \_\_\_\_\_ X \_\_\_\_\_ pound load \_\_\_\_\_  
 # 2. \_\_\_\_\_ X \_\_\_\_\_ pound load \_\_\_\_\_  
 # 3. \_\_\_\_\_ X \_\_\_\_\_ pound load \_\_\_\_\_  
 # 4. \_\_\_\_\_ X \_\_\_\_\_ pound load \_\_\_\_\_