



**APPLICATION FOR MOBILE HOME**

**FRANKLIN COUNTY BUILDING DEPARTMENT**

34 Forbes Street, Suite 1, Apalachicola, Florida 32320  
Phone: 850-653-9783 Fax: 850-653-9799  
[http://www.franklincountyflorida.com/planning\\_building.aspx](http://www.franklincountyflorida.com/planning_building.aspx)

PERMIT # \_\_\_\_\_

FEE: \$ \_\_\_\_\_

C.S.I.: \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

**NOTE TO APPLICANTS AND PERMIT HOLDERS:**

**VIOLATIONS OF THE TERMS AND CONDITIONS OF THIS PERMIT MAY WARRANT A STOP WORK ORDER OR REVOCATION OF THIS PERMIT. THIS PERMIT IS VALID FOR ONE YEAR FROM THE DATE OF ISSUANCE. CONSTRUCTION MUST COMMENCE WITHIN SIX MONTHS OF THIS DATE:**  
ISSUANCE DATE: \_\_\_\_\_ EXPIRES: \_\_\_\_\_

**ZONE III REQUIRED**

**NOT ALLOWED IN VELOCITY ZONES**

- Single Wide \$75.00
- Double Wide \$125.00
- Triple Wide \$125.00

**APPLICATION MUST BE COMPLETE:**

Property Owner/s: \_\_\_\_\_

Contact Information: Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

EMAIL Address: \_\_\_\_\_ @ \_\_\_\_\_

Mobile Home Dealer: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Mobile Home Installer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mobile Home Installer's State License #: \_\_\_\_\_

**PROPERTY DESCRIPTION:** 911 Address: \_\_\_\_\_

Lot/s: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Unit: \_\_\_\_\_

Parcel Identification #: \_\_\_\_\_

**JURISDICTION:**  Franklin County  City of Apalachicola  City of Carrabelle  
 Apalachicola  Eastpoint  St. George Island  Carrabelle  Dog Island  Lanark/ St. James  St. Teresa  Alligator Point

**DESCRIPTION OF DEVELOPMENT:** **MOBILE HOME**  Single Wide  Double Wide  Triple Wide

Mobile Home Serial #: Part A: \_\_\_\_\_ Part B: \_\_\_\_\_ Part C: \_\_\_\_\_

**ZONING DISTRICT:**

R-2 Single Family Mobile Home  R-4 Single Family Home Industry  A-2 Forestry Agriculture  C-4 Commercial Mixed Use

LOT DEMENSION: \_\_\_\_\_

SEPTIC TANK PERMIT # \_\_\_\_\_ OR SEWER DISTRICT: \_\_\_\_\_

WATER DISTRICT: \_\_\_\_\_ OR PRIVATE WELL: \_\_\_\_\_

WATER BODY: \_\_\_\_\_

CRITICAL SHORELINE DISTRICT: YES OR NO CRITICAL HABITAT ZONE: YES OR NO

**FLOOD ZONE INFORMATION:** EFFECTIVE DATE: February 5, 2014

**PLEASE NOTE:** ALL MOBILE HOME LOCATED IN A RATED A OR V ZONE MUST ELEVATE USING THE BOTTOM OF THE I-BEAM, NOT THE TOP OF THE BOTTOM FLOOR. FRANKLIN COUNTY FLOOD ORDINANCE #2013-04 PAGE28 304.4.1.

PANEL NUMBER: \_\_\_\_\_ FIRM ZONE/S: \_\_\_\_\_

ELEVATION REQUIREMENTS AS PER SURVEY: \_\_\_\_\_

Requires Elevation Spot Shot in a Rated Flood Zone  Requires Elevation Certificate

\_\_\_\_\_  
BUILDING OFFICIAL Date OWNER (Required) Date INSTALLER (Required) Date

## **MOBILE HOME CHECKLIST**

- 1- **Zone III Documentation-** All mobile homes must be constructed to Zone III specifications. The mobile home dealer must provide written documentation to verify the mobile home is built to Zone III specifications, including the date of construction, and the serial numbers for the unit.
- 2- **A valid septic take permit-** If the lot is serviced by septic tank, you must obtain a septic tank permit or a letter stating the existing septic system is approved for use by the Franklin County Health Department. If the lot is serviced by sewer and water, you must have a letter from the local sewer and water district verifying you have made arrangements for service.
- 3- **A site plan showing the location of the mobile home, septic system, well, driveway and other cleared areas (site plan must indicate the distance of the mobile home from the property lines and that the setbacks will be met.)**
- 4- **Legal description of the property-** a copy of the deed or other document which gives property description.
- 5- **If applicable, topographical surveys are required for all areas located in rated flood zones.**
- 6- **A mobile home blocking plan-** a blocking plan for 1000 P.S.I. soil bearing capacity OR copy of the mobile home site soil test results and the required blocking plan for the soil bearing capacity indicated by the soil test. (Required by Mobile Home Installer)
- 7- **Permit Fee-** the cost for a mobile home permit is \$75.00 for a Single Wide and \$125.00 for a Double and Triple Wide. (There is additional charges for adding additions such as- decks, porches, storage buildings, etc)

The Franklin County Building Department must determine if the property is zoned to allow mobile homes. Mobile homes are not allowed in Velocity Zones (areas along the coast which are prone to high winds).

UPON SUBMISSION OF THE INFORMATION LISTED ABOVE, THE FRANKLIN COUNTY BUILDING DEPARTMENT WILL ISSUE A BUILDING PERMIT FOR A MOBILE HOME.

## **INSPECTION REQUIREMENTS THAT MUST BE MET FOR OCCUPANCY** **MUST BE COMPLETED BEFORE YOU CALL FOR AN INSPECTION**

- 1- **Mobile Home Blocking Must Be Completed**
- 2- **Flood Inspection (In Flood Zones)**
- 3- **Tie Downs Entirely Installed**
- 4- **Steps & Handrails at ALL exits**
- 5- **Power Pole has been set to requirements**
- 6- **The Wiring ran in conduit from the Mobile Home to Meter Box**
- 7- **All Plumbing is connected**
- 8- **911 Numbers Posted Permanently (4" Letters)**
- 9- **Septic System MUST be connected and have final approval from Environmental Health**
- 10- **AC Unit must be connected and level.**
- 11- **DO NOT INSTALL SKIRTING UNTIL AFTER FINAL INSPECTION.**

### **TO REQUEST AN INSPECTION CONTACT:**

**BUILDING DEPARTMENT AT 850-653-9783**  
**PLEASE ALLOW 24 HOURS NOTICE**

**IF THE INSPECTION FAILS OR IS NOT READY THERE WILL BE A \$25.00 RE-INSPECTION FEE TO BE PAID BEFORE THE NEXT INSPECTION WILL BE SCHEDULED.**