City of Gainesville's Building Department

Checklist for Manufactured Home Permit

ALL SUBMITTALS FOR CONSTRUCTION PERMITS MUST BE SUBMITTED THROUGH ePLAN REVIEW - PROJECTDOX.

GENERAL REQUIREMENTS:

☐ Permit Application

☐ Installation must be done by a licensed installer.

☐ Separate electrical permit.

☐ Separate mechanical permit for site installed HVAC systems.

☐ Separate plumbing permit for work exceeding the scope of the licensed installer as provided in FAC 15C-2.0072(4).

PLANS:

☐ Please include the following items showing compliance with FAC 15C and the current edition of the Florida Building Code.

☐ Provide floor plan of manufactured home.

☐ Provide stair detail and skirting information.

☐ Provide site plan showing proposed location of mobile home along with any adjacent buildings. Include dimensions from manufactured home to lot lines.

☐ Manufactured Home Installation Worksheet (15C Compliance)

☐ Copy of decal that will be going on manufactured home with licensed installer’s number on it.

☐ Must have engineering for all anchor systems not found in DMV manual. (eg. Longitudinal systems)

☐ Scale drawing of all pier blocking locations, foundation or footer dimensions, and the soil load bearing capacity at the installation site.
  - The soil load bearing capacity can be determined by a penetrometer test. (Please see next page for a penetrometer example.)

☐ All drawings must be clear, concise and drawn to scale. (optional details that are not used shall be marked void or crossed off)

☐ Designer's name and signature on document. If created by a licensed architect or engineer, the official digital signature and electronic seal shall be affixed.

After all inspections have been approved, a Certificate of Occupancy must be issued before the manufactured home can be occupied. (Installer or owner must bring in the signed orange inspection card to the building department in order to get the C.O. certificate.)
Penetrometer Test

The soil load bearing capacity can be determined by a penetrometer test performed by a licensed installer, a general soil load bearing capacity declaration by a local building official or a test performed by a geotechnical testing company. When the soil load bearing capacity is not known, pier placement shall be based on a soil load bearing capacity of 1,000 psf.

- 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 the increment
MANUFACTURED HOME INSTALLATION WORKSHEET

This worksheet is to be filled out by the installer of the manufactured home and becomes part of the Building Permit information. The permit, this worksheet and the manufacturer’s installation booklet must be on the job site for the tie-down inspection. * Please make sure all other required inspections (electrical, HVAC, gas, etc.) are also called in for the same day and time period.

Applicant: _____________________________  Permit #: ____________________

Job Address: __________________________________________________________

Installer’s Name: ____________________________  State ID#: __________________

Manufacturer’s Name: ___________________________  Model#: ________________  Year: __

Roof Zone: _____  Wind Zone: _______  Serial#: ______________________  Size of Unit W: _____ x L: ______

Installation Standard used for set-up: (check one) Mfrs. Manual _____  ISC-1 ______

SITE PREPARATION: Debris and organic material removed? ____________  Page # __

Water drainage:  Natural _____  Swale _____  Pad _____  Other _________  Page # __

FOUNDATION:  Load bearing soil density ________ or assumed 1,000 psf  Page # __

Footing type:  Poured in place _____  Portable ________________

Mainrail frame blocks:  Size ________________  Placement o.c. ____________  Page # __

Perimeter blocking:  Size ________________  Number _______  Location ____________  Page # __

Ridge beam support:  Size ________________  Number _______  Location ____________  Page # __

Center line blocking:  Size ________________  Number _______  Location ____________  Page # __

Special supports required? (fireplace, bay window, etc.)  Yes _____  No_______  Page # __

Mating of units:  Mating gasket ________________  Type used ________________  Page # __

Fasteners:  Roof Type: ________________  Spacing: ________________ oc  Page # __

Endwalls  Type: ________________  Spacing: ________________ oc  Page # __

Floors  Type: ________________  Spacing: ________________ oc  Page # __

Anchors:  Type 6,000 _____________  3,150 _____________  Page # __

Height of unit? (top of foundation to frame) ________________  Page # __

Angle of strap? ________________  Page # __

Number of Frame ties? _________  Spacing ________________ oc  Page # __

Number of over-roof ties? (if required) ________________  Page # __

Number of sidewall anchors? _________  Zone II _____________  Zone III _________  Page # __

Number of centerline anchors? ____________  Number of stabilizers? _________  Page # __

Number of vents required for underpinning (1 sf per 150 sf of floor area): ______  Page # __