

# COLUMBIA COUNTY BUILDING DEPARTMENT

135 NE Hernando Ave, Suite B-21, Lake City, FL 32055

Phone: 386-758-1008 Fax: 386-758-2160

bldginfo@columbiacountyfla.com

Scan QR code to submit online.

(On next page)

## Mobile Home Application Checklist

**Review Process for Mobile Home Applications:** All of the information in this packet must be completely filled out. The packet is then submitted to the Building Department for review. When the review process is complete, the applicant will be contacted for permit issuance.

**Mobile Homes can only be set up by a Licensed Installer and the permits must be pulled by an authorized person.**

**Used Mobile Homes-**

**Out of County:** Must have a completed 'Out of County' Mobile home inspection report by the installer and submitted with application. Once reviewed, applicant will be contacted to move into the county, and our inspectors will complete a pre-inspection.

**In County:** Our inspectors must complete a pre-inspection of the home before it is set up.

**Site Plan:** FOLLOW THE SITE PLAN CHECKLIST, included in this packet.

**Fort White City Approval:** If the project is located within the city limits of Fort White prior approval is required. The town of Fort White compliance letter is required to be submitted to this office when applying for a Building Permit.

**Ownership of Property:** This can be by way of Recorded Deed or Property Appraiser's parcel details printout-- visit <https://search.ccpafl.com/>

**Parcel Number:** The parcel number (Tax ID number) from the Property Appraiser (386.758.1083) is required. This may also be obtained online at <http://www.columbia.floridapa.com/gis>.

**Right-of-Way Connection:** If no record of a driveway exists, a right-of-way application will be needed. If an existing drive exists, make the 'verify existing drive' selection. If drive is verified as existing, no fee assessed. If there is no existing drive, Public Works will determine what is needed and a fee of \$150 will be assessed. If the property is accessed from a state maintained road, then an approval for FDOT must be received before a permit will be issued.

**NO RELEASE OF FINAL POWER** will be given until driveway access is complete and given final approval.

**911 Address:** Apply online at [www.columbiacountyfla.com/PermitSearch/AddressingApplication.aspx](http://www.columbiacountyfla.com/PermitSearch/AddressingApplication.aspx)

**Environmental Health:** Approved and Signed Site Plan from Environmental Health for septic; contact 386.758.1058

**City Water/Sewer or Ellisville Water System:** If on City Water or Sewer, City Availability Letter required, contact 386.758.2031. If on the Ellisville Water System; contact 386.719.7565 for review

**Flood Information:** All projects within the Floodway of the Suwannee or Santa Fe Rivers shall require permitting through the Suwannee River Water Management District, before submitting to our office. Any project located within a flood zone where the base flood elevation (100-year flood) has been established shall meet the requirements of Section 8.8 of the Columbia County Land established shall meet the requirements of section 8.7 of the Columbia County Land Development Regulations. **Certified Finished Floor Elevations will be required on any project where the Base Flood Elevation (100-year flood) has been established.** A Development Permit will also be required (\$50.00) fee.

**Cost of Mobile Home Permit:** The fee associated with your size Mobile home: SW = \$325, DW = \$375, TW = \$425; + review fees and current Special Assessment fees (if owed). **Special Assessment Fees:** For Fire and Solid Waste, it is prorated monthly starting October 1st.



# Columbia County, Florida

## Mobile/Manufactured Home Application

\*\*Scan QR Code to  
complete application online.



**For Office Use Only** Application # \_\_\_\_\_

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

Comments/Notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*This page not required for Online submissions.**

New Mobile Home \_\_\_\_\_ Used Mobile Home \_\_\_\_\_ MH Size \_\_\_\_\_ Year \_\_\_\_\_

# beds \_\_\_\_\_ # baths \_\_\_\_\_  Septic Permit No. \_\_\_\_\_ OR  City Water

Serial # \_\_\_\_\_ Decal # \_\_\_\_\_

Parcel # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_

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

Contact Email (updates sent here) \_\_\_\_\_

Owners Name \_\_\_\_\_ Phone # \_\_\_\_\_  
(property owner)

Job Site Address \_\_\_\_\_

Current # of existing dwellings on property \_\_\_\_\_

Is this replacing an existing home?  Yes  No      Is this a STUP?  Yes  No

Who is the home for? \_\_\_\_\_

Relationship to property owner? \_\_\_\_\_

Is the mobile home currently located in Columbia County?  Yes  No

\*\*\*If NO, please have installer complete 'Out of County' form.

Actual Distance of Structure from Property Lines -

Front \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

\*\*\*Please be advised you will still need to provide a site plan drawing along with filling in the above section\*\*\*

Have Existing Drive  Need a Right-of-way Permit  Right-of-way Permit #

\*\*\*Please be advised all Mobile Home applications may prompt a right-of-way permit regardless of existing/private driveway\*\*\*

Power Company -  FI Power & Light -  Clay Electric -  Suwannee Valley -  Duke Energy

Name of Licensed Installer \_\_\_\_\_ Phone # \_\_\_\_\_

Installers Address \_\_\_\_\_

License Number \_\_\_\_\_

**MINIMUM MOBILE HOME STANDARDS (See Pg \_\_\_\_\_ for more detailed information.)**

1. Homes must have at least 450 sq. ft. and be 10 feet wide. Must meet HUD, ANSI, or county codes.
2. Home must be in sound condition with working windows, doors, electric, and heating.
3. Used homes must pass pre-inspection and meet wind zone II requirements.
4. Final inspections for blocking, tie-downs, steps, mechanical, electrical, plumbing, and septic must be completed.

# Columbia County, Florida

## Mobile Home Letter of Authorization from Property Owner

(Required for Mobile Home Placement Permits)

This form confirms that the property owner is aware of and consents to the mobile home permit application being submitted for their property.

### PROPERTY INFORMATION

Property Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Parcel ID #: \_\_\_\_\_

### OWNER INFORMATION

Owner Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### AUTHORIZED STATEMENT

I, the undersigned **property owner**, acknowledge that a **mobile home permit application** is being submitted for placement of a mobile home on the above-referenced property.

I confirm that I am **aware of this application** and hereby **consent to the placement of a mobile home** on my property in accordance with all applicable Columbia County regulations, the Florida Building Code, and any zoning or floodplain requirements.

I understand that as the property owner, I remain **responsible for ensuring full compliance** with all local and state requirements related to this mobile home placement.

### OWNER SIGNATURE

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

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

Date: \_\_\_\_\_

**If property is Co-Owned, both owners must sign (unless married). A Landowner Affidavit may be required dependent upon who the home is placed for. This will be determined upon review.**

Co-Owner Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

### NOTARY ACKNOWLEDGEMENT

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is  personally known to me or  has produced the following identification: \_\_\_\_\_.

### Notary Public

Notary Printed Name: \_\_\_\_\_ Notary Seal: \_\_\_\_\_

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

# **NOTICE TO APPLICANT/OWNER REGARDING FLOODING**

**Please read carefully before you begin your construction project!**

**WARNING:** The degree of flood protection required by County's floodplain ordinance and the Florida Building Code are considered as minimum regulatory purposes only. The floodplain ordinance and Florida Building Code are based on scientific and engineering considerations, but do not include actual, observed events of flooding that may have occurred at your property. You should also keep in mind that larger floods have, can, and will occur from time to time. Flood heights may be increased by man-made or natural causes. Approval of your permit under the floodplain ordinance does not imply that the permitted structure will be free from flooding or flood damage. The Special Flood Hazard Areas and Base Flood elevations are contained in the Flood Insurance Study and shown on Flood Insurance Rate Maps. The County adopts these maps for purposes of compliance with the National Flood Insurance Program, but makes no representations or assurances of their accuracy or reliability. The County does not maintain, track, or provide flood history data for any particular parcel of land.

**THERE IS NO GUARANTY OF VESTED USE, EXISTING USE, OR FUTURE USE CREATED BY YOUR COMPLIANCE WITH THE FLOODPLAIN ORDINANCE. YOU ARE RESPONSIBLE FOR ASSESSING YOUR OWN PARTICULAR FLOOD RISK AND YOU ARE ENCOURAGED TO SPEAK WITH NEIGHBORING OWNERS AND THE PREVIOUS OWNERS OF YOUR LAND TO OBTAIN FIRST-HAND KNOWLEDGE OF YOUR PROPERTY'S SPECIFIC FLOOD HISTORY.**

**DISCLAIMER OF LIABILITY.** The County floodplain ordinance does not create liability on the part of Board of County Commissioners of Columbia County or any officer or employee thereof for any flood damage that results from reliance on the ordinance, or any administrative decision lawfully made thereunder. Again, it is your responsibility to assess your property's flood risk and build accordingly.

**For more information**, see the Columbia County Code of Ordinances, Land Development Regulations, Article 8, at: [https://library.municode.com/fl/columbia\\_county](https://library.municode.com/fl/columbia_county). Additional information can also be found on the County Building Department's web page: <https://www.columbiacountyfla.com/BuildingandZoning.asp>.

## **ACKNOWLEDGEMENT**

I have read and understand the foregoing **NOTICE TO APPLICANT/OWNER REGARDING FLOOD ZONES**. I understand it is my responsibility to determine my property's flood risk, and that the County has made me no assurances that my property can not or will not flood.

**OWNER SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**PARCEL # OR ADDRESS:** \_\_\_\_\_

# **Mobile Home Subcontractor Verification Form**

APPLICATION/PERMIT # \_\_\_\_\_ JOB NAME \_\_\_\_\_

**THIS FORM MUST BE SUBMITTED BEFORE A PERMIT WILL BE ISSUED**

In Columbia County, one permit will cover all trades doing work at the permitted site. It is REQUIRED that we have records of the subcontractors who actually did the trade specific work under the permit. Per Florida Statute 440 and Ordinance 89-6, a contractor shall require all subcontractors to provide evidence of workers' compensation or exemption, general liability insurance and a valid State License to Columbia County Building Department prior to permit issuance.

***Any changes, the permitted contractor is responsible for the corrected form being submitted to this office prior to the start of that subcontractor beginning any work. Violations will result in stop work orders and/or fines.***

**ELECTRICAL**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Owner   
License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

**MECHANICAL / A/C**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Owner   
License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

***F.S. 440.103 Building permits; identification of minimum premium policy.--***

Every employer shall, as a condition to applying for and receiving a building permit, show proof and certify to the permit issuer that it has secured compensation for its employees under this chapter as provided in ss. 440.10 and 440.38, and shall be presented each time the employer applies for a building permit.



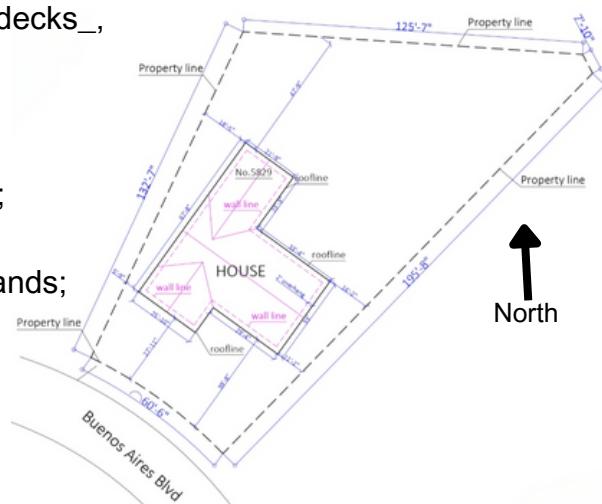
# PROPOSED SITE PLAN



## **SITE PLAN CHECKLIST:**

- 1) Property Dimensions
- 2) Footprint of proposed and existing structures (including decks\_),  
label these with existing addresses
- 3) Distance from structures to all property lines
- 4) Location and size of easements
- 5) Driveway path and distance from any waters; sink holes;  
wetlands; and etc.
- 6) Location and distance from any waters; sink holes; wetlands;  
and etc.
- 7) Show slopes and/or drainage paths
- 8) Arrow showing North direction

## **SITE PLAN EXAMPLE**





# HOW TO APPLY FOR A 911 ADDRESS

Applications must be submitted online using the link below.

[www.columbiacountyfla.com/PermitSearch/AddressingApplication.aspx](http://www.columbiacountyfla.com/PermitSearch/AddressingApplication.aspx)

Please be prepared to upload a site plan similar to the one below.

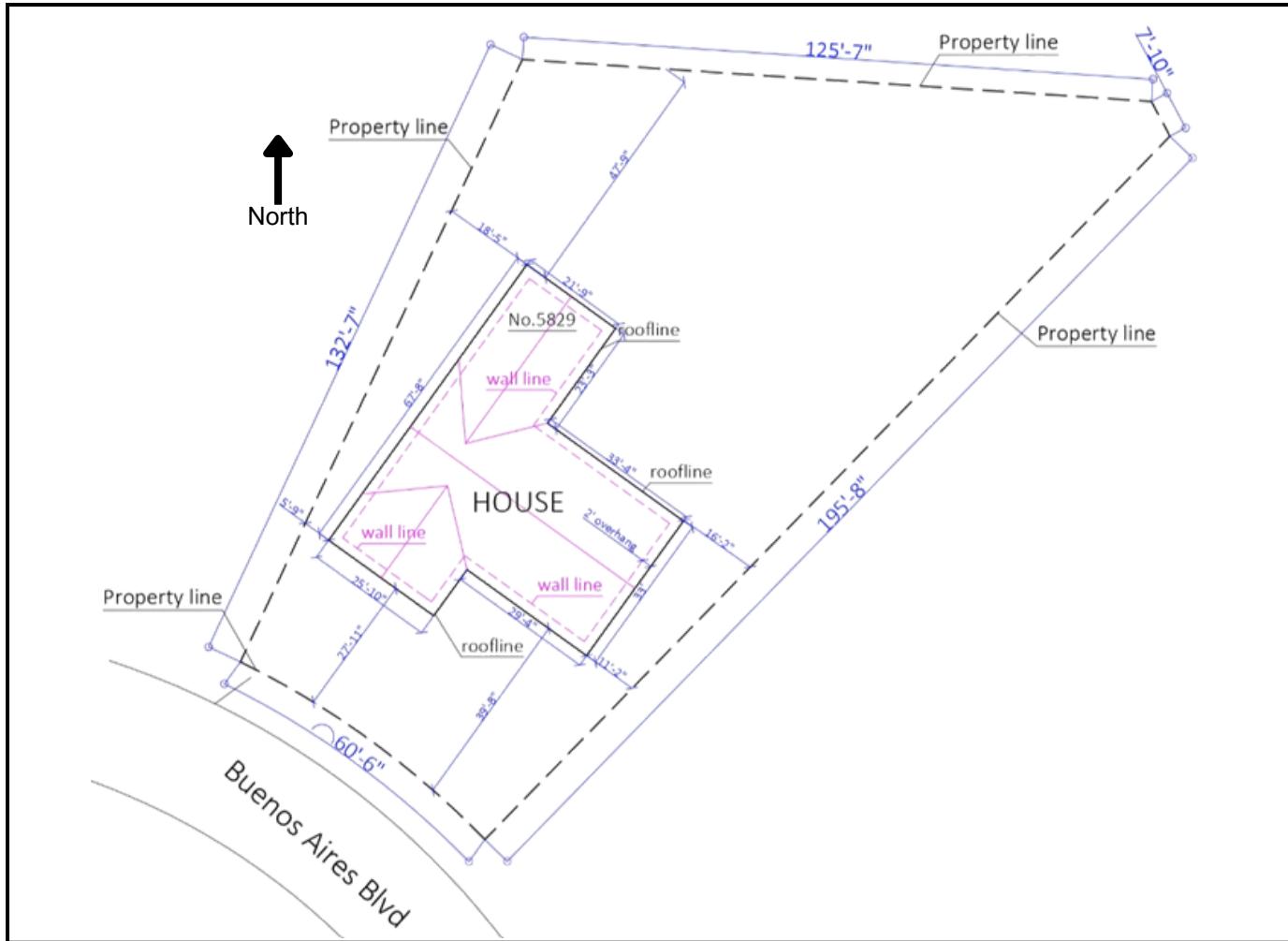
## **SITE PLAN CHECKLIST:**

\_\_\_\_\_ 1) Property Dimensions  
\_\_\_\_\_ 2) Footprint of proposed and existing structures (including decks, label these with existing addresses  
\_\_\_\_\_ 3) Distance from structures to all property lines  
\_\_\_\_\_ 4) Location and size of easements  
\_\_\_\_\_ 5) Driveway path and distance from any waters; sink holes; wetlands; and etc.  
\_\_\_\_\_ 6) Location and distance from any waters; sink holes; wetlands; and etc.  
\_\_\_\_\_ 7) Show slopes and/or drainage paths  
\_\_\_\_\_ 8) Arrow showing North direction



Scan QR Code to  
make application

**\*\*If applying for a building permit, please use the same site plan for the 911 Address Application.**



**Please note that it can take up to 14 business days for your application to be processed**

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## Mobile Home Permit Worksheet

### POCKET PENETROMETER TEST

The pocket penetrometer tests are rounded down to \_\_\_\_\_ psf or check here to declare 1000 lb. soil \_\_\_\_\_ without testing.

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

### POCKET PENETROMETER TESTING METHOD

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

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

### TORQUE PROBE TEST

The results of the torque probe test is \_\_\_\_\_ inch pounds or check here if you are declaring 5' anchors without testing \_\_\_\_\_. A test showing 275 inch pounds or less will require 5' anchors.

**Note:** A state approved lateral arm system is being used and 4 ft. anchors are allowed at the sidewall locations. I understand 5' 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 \_\_\_\_\_

### ALL TESTS MUST BE PERFORMED BY A LICENSED INSTALLER

Installer Name \_\_\_\_\_

Date Tested \_\_\_\_\_

### ELECTRICAL

Connect electrical conductors between multi-wide units, but not to the main power source. This includes the bonding wire between multi-wide units. Pg.\_\_\_\_\_

### PLUMBING

Connect all sewer drains to an existing sewer tap or septic tank. Pg.\_\_\_\_\_

Connect all potable water supply piping to an existing water meter, water tap, or other independent water supply systems. Pg.\_\_\_\_\_

Permit Number: \_\_\_\_\_

Date: \_\_\_\_\_

### Site Preparation

Debris and organic material removed \_\_\_\_\_.

Water drainage: Natural \_\_\_\_\_ Swale \_\_\_\_\_ Pad \_\_\_\_\_ Other \_\_\_\_\_

### Fastening multi wide units

Floor- Type Fastener: \_\_\_\_\_ Length: \_\_\_\_\_ Spacing: \_\_\_\_\_

Walls- Type Fasterner: \_\_\_\_\_ Length: \_\_\_\_\_ Spacing: \_\_\_\_\_

Roof- Type Fastener: \_\_\_\_\_ Length: \_\_\_\_\_ Spacing: \_\_\_\_\_

For used homes a min. 30 gauge, 8" wide, galvanized metal strip will be centered over the peak of the roof and fastened with galv. roofing nails at 2" on center on both sides of the centerline.

### Gasket (weatherproofing requirement)

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

Installer's initials \_\_\_\_\_

Type gasket-----

Pg. \_\_\_\_\_

Installed:

Between Floors-----Yes \_\_\_\_\_

Between Walls-----Yes \_\_\_\_\_

Bottom of ridge beam---Yes \_\_\_\_\_

### Weatherproofing

The bottom board will be repaired and/or taped.-----Yes \_\_\_\_\_ Pg. \_\_\_\_\_

Siding on units is installed to manufacturer's specifications.-----Yes \_\_\_\_\_

Fireplace chimney installed so as not to allow intrusion of rain water.---Yes \_\_\_\_\_

### Miscellaneous

Skirting to be installed.-----Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Dryer vent installed outside of skirting.-----Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Range downflow vent installed outside of skirting.---Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Drain lines supported at 4' intervals.-----Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Electrical crossovers protected.-----Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Other:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Installer verifies all information given with this permit worksheet is accurate and true based on the manufacturer's installation instructions and or Rule 15C-1 & 2**

Installer's Signature

Date

## OUT-OF-COUNTY Mobile Home Inspection Report

### Notice of Mobile Home Permit Process

Please be advised that the out-of-county mobile home inspection report must be completed by the licensed mobile home installer while the home is still outside of the county. Once the report is approved, the applicant will be notified via email and will be cleared to move the home into the county.

Upon arrival in the county, a pre-inspection must be scheduled with our building inspectors to ensure the home is in decent condition. Any necessary repairs or issues identified by the inspector will be noted during the in-county inspection and must be completed before scheduling the final inspection.

WIND ZONE I mobile homes will NOT be permitted. Mobile homes prior to 1977 are pre-hud and the WIND ZONE must be proven to be permitted.

**DATE OF INSPECTION:** \_\_\_\_\_

COUNTY MOBILE HOME IS CURRENTLY IN \_\_\_\_\_

OWNERS NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

INSTALLER \_\_\_\_\_ PHONE # \_\_\_\_\_

INSTALLERS ADDRESS \_\_\_\_\_

### MOBILE HOME INFORMATION

MAKE \_\_\_\_\_ YEAR \_\_\_\_\_ SIZE \_\_\_\_\_ X \_\_\_\_\_

COLOR \_\_\_\_\_ SERIAL # \_\_\_\_\_

WINDZONE II III (CHOOSE ONE) \*\*WINDZONE I HOMES NOT PERMISSABLE\*\*

\*\*DATA PLATE REQUIRED FOR APPLICATION\*\*

\*\*\*Please make notes below\*\*\*

### FIRE SAFETY/ELECTRICAL

- Are the smoke detectors, electrical system, distribution panel, electrical fixtures, and electrical ground in good condition, or do they need repairs? \_\_\_\_\_

\_\_\_\_\_

### CONSTRUCTION

- Are the exit doors operable and locking properly, are the egress windows and other windows in good condition, are screens intact, is the floor system and interior paneling in good condition, is rodent proofing in place, are there any apparent leaks, are vertical tie-down straps in good condition, have there been any structural modifications, and are the walls structurally sound and weather-tight? \_\_\_\_\_

\_\_\_\_\_

### PLUMBING

- Are the traps, plumbing fixtures, relief valve, and drain waste/venting piping in good condition, properly connected, supported, and capped, or do they need repairs? \_\_\_\_\_

\_\_\_\_\_

### HEAT AND AIR CONDITIONING

- Are the heating appliances, HVAC system, thermostat, air registers, ducts, gas furnace/water heater vent, return air, range vent, gas valve, and gas lines in good condition, properly connected, sealed, supported, and functioning, or do they need repairs? \_\_\_\_\_

\_\_\_\_\_

\*\*\*Is subject structure found to be fifty (50%) percent or more damaged or deteriorated?  YES  NO

By signing this, I acknowledge that all the information provided is accurate to the best of my knowledge.

Licensed Installer Signature \_\_\_\_\_

License # \_\_\_\_\_

Published 10/2025

# COLUMBIA COUNTY BUILDING DEPARTMENT

135 NE Hernando Ave, Suite B-21, Lake City, FL 32055

Phone: 386-758-1008 Fax: 386-758-2160

## **MOBILE HOME INSTALLER AGENT AUTHORIZATION**

**(BLANKET)**

**\*Use if authorized to pull all permits on your behalf\***

I, \_\_\_\_\_, give this authority, and I do certify that the below referenced person(s) listed on this form is/are under my direct supervision and control and is/are authorized to purchase permits, call for inspections, and sign on my behalf.

Printed Name of Person Authorized	Signature of Person Authorized
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

I, the license holder, realize that I am responsible for all permits purchased, and all work done under my license. I understand that I am fully responsible for compliance with all Florida Statutes, Codes, and Local Ordinances.

I understand that the State Licensing Board has the power and authority to discipline a license holder for violations committed by him/her or by his/her authorized person(s) through this document and that I have full responsibility for compliance granted by issuance of such permits.

License Holders Signature (Notarized)

License Number

Date

**NOTARY INFORMATION:**

STATE OF: \_\_\_\_\_ COUNTY OF: \_\_\_\_\_

The above license holder, whose name is \_\_\_\_\_ personally appeared before me and is ( ) known by me or ( ) has produced identification (type of I.D.) \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal/Stamp)

Notary's Signature

Notary's Printed Name

Published 10/2025

# COLUMBIA COUNTY BUILDING DEPARTMENT

135 NE Hernando Ave, Suite B-21, Lake City, FL 32055

Phone: 386-758-1008 Fax: 386-758-2160

## **MOBILE HOME INSTALLER LETTER OF AUTHORIZATION** **(JOB SPECIFIC)**

**\*Use if only authorized for a specific address\***

I, \_\_\_\_\_, give this authority for the job address shown below ONLY, \_\_\_\_\_, and I do certify that the below referenced person(s) listed on this form is/are under my direct supervision and control and is/are authorized to purchase permits, call for inspections, and sign on my behalf.

Printed Name of Person Authorized	Signature of Person Authorized
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

I, the license holder, realize that I am responsible for all permits purchased, and all work done under my license. I understand that I am fully responsible for compliance with all Florida Statutes, Codes, and Local Ordinances.

I understand that the State Licensing Board has the power and authority to discipline a license holder for violations committed by him/her or by his/her authorized person(s) through this document and that I have full responsibility for compliance granted by issuance of such permits.

License Holders Signature (Notarized)

License Number

Date

**NOTARY INFORMATION:**

STATE OF: \_\_\_\_\_ COUNTY OF: \_\_\_\_\_

The above license holder, whose name is \_\_\_\_\_ personally appeared before me and is ( ) known by me or ( ) has produced identification (type of I.D.) \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal/Stamp)

Notary's Signature

Notary's Printed Name

Published 10/2025

# **Minimum Standards for Mobile Home Occupancy in Columbia County, Florida**

## **1. Occupancy Permit Requirements**

- No manufactured home shall be granted a permit for occupancy as a permanent residence unless it has a minimum of 450 square feet of net living space (excluding garages, carports, porches, balconies, storage areas, or cabanas). Additionally, it is unlawful to combine two or more such homes for residential purposes unless specifically intended by the manufacturer.

## **2. Width Requirements**

- No manufactured home shall be permitted for occupancy as a permanent residence in Columbia County unless it measures at least 10 feet in width, including any attached additions.

## **3. Code Compliance and Condition**

- No new or used manufacturer home shall be permitted for occupancy as a permanent residence unless it complies with at least one of the following standards:
  - The Federal Mobile Home Construction and Safety Standards for single-family homes, as promulgated by the Department of Housing and Urban Development;
  - The Uniform Standards Code approved by the American National Standards Institute (ANSI Code) for duplex mobile homes;
  - The Uniform Standards Code approved by ANSI for other mobile homes;
  - The minimum housing code of Columbia County, if applicable.

In addition, the unit must meet the following conditions:

1. The unit is clean and in sound condition;
2. All windows are intact with no broken panes;
3. The unit operated from a dedicated electric meter, separate from any other unit;
4. The outdoor electrical panel box is in proper working order, with service entrance conductors no less than #8-gauge aluminum or equivalent copper wire;
5. All heating equipment, where applicable is functional;
6. At least one set of steps providing access to the unit is installed;
7. All exterior doors and hardware are intact and functional;
8. Properly functioning washing machine connections are in place, if applicable;
9. A working smoke alarm system is present and functional.

## **Permit Display Requirement**

Any permit issued under this Ordinance, or a copy thereof, must be displayed in a window next to the front door of the manufactured mobile home.

## **Pre-Inspection Requirement for Relocated Homes**

All used mobile homes located out-of-county must undergo a pre-inspection (TO BE COMPLETED BY MH INSTALLER) before being moved in to the County. Once home has been placed in the County, a Building Inspector from the Building & Zoning Department must complete a pre-inspection.

Homes that do not meet Wind Zone II or higher requirements cannot be relocated in Columbia County. Most homes built before 1976 do not meet Wind Zone II requirements and therefore cannot be set up or placed in Columbia County.

# **AFTER THE PERMIT HAS BEEN ISSUED**

## **FINAL POWER RELEASE FOR MOBILE HOMES**

### **• Final Inspection**

- The final inspection for blocking, tie-downs, electrical systems, plumbing, and right-of-way connections must be requested and passed. These are all completed in one inspection: 'MH Setup Final'. The final inspection consists of having the home tied-down & set up, plumbing and electrical connections completed, any repairs inspector notated during pre-inspection (used homes only), address posted, and at least one set of steps in place.
- To schedule an inspection, please call the Columbia County Building Department at 386.719.2023 or visit [www.columbiacountyfla.com/PermitSearch/InspectionRequest.aspx](http://www.columbiacountyfla.com/PermitSearch/InspectionRequest.aspx). Be sure to have your permit number ready when you call, and provide at least 24 hours' notice. All inspections, including the Certificate of Occupancy, must be scheduled and completed at the same time.

### **• Septic Tank Approval**

- Final approval for the septic tank must be submitted to the Columbia County Building Department. To request the final inspection and release, please contact the Columbia County Environmental Health Department at 386.758.1058.

### **• Development Permit Requirement**

- If your permit required a Development Permit, a certified finished floor elevation must be provided by a surveyor before the power can be released.

