



Community Development Department
 Building Safety Division
 840 West 11th Street
 Panama City, FL 32401
 850-248-8350

Form B48

RESIDENTIAL MANUFACTURED HOMES
NOT FOR HUD HOMES

MANUFACTURED HOME PLAN REVIEW SUBMITTAL FORM

AVOID PROCESSING DELAYS

Please provide all applicable items listed below. This form is **Not** for Planning Division submittals.

Parcel Number (Property ID #) _____

1. _____ Two sets of scaled site plans showing: dimensions of property, all buildings and structures, distances from property lines and between structures, etc.
2. _____ Two sets of plans per section 428 FBC. See section [553 Florida Statutes](#).
3. _____ Two sets of foundation plans ***sealed by a design professional***
4. _____ Completed, notarized Application for Modular Permit (*Form B49*)
5. _____ Receipt from water utility or signed Statement for Water (*Form B09*)
6. _____ Signed Driveway Affidavit (*Form B08*)
7. _____ Signed Wind-Borne Debris Protection Affidavit and Notice (*Form B23*) (if applicable)
8. Power Company: Gulf Power _____ REA-Southport _____ REA-Wewa _____

Applicant's Signature _____ Phone # _____ E-mail _____
 Cell # _____

For additional information see [Manufactured Buildings](#)

.....DO NOT WRITE BELOW DOTTED LINE.....

INFORMATION	VALUATION	COUNTY IMPACT FEES					FEEs
Stories	Type of Construction	Library					Permit
		\$					\$
Units	Flood Zone	Parks					
		\$					
Square Footage	County Area	Fire					Total County Impact Fees
		\$					\$
		Roads	B/A	EB	PC	S/S	TOTAL COUNTY FEES
		\$					\$
		Wholesale Water					City Impact Fees (if applicable)
		\$					\$
Notes:							Total County & City Fees
							\$



APPLICATION FOR MANUFACTURED BUILDING

Bay County Builders' Services Division

840 W. 11th Street, Panama City, FL 32401, Phone: (850) 248-8350 Fax: (850) 248-8384

NOTE: IF 180 DAYS ELAPSE WITHOUT AN INSPECTION, THIS PERMIT EXPIRES AND WILL HAVE TO BE REPURCHASED

Must comply with the 8th Edition Florida Building Code

Date: _____ Permit Number: _____

OWNER'S NAME: _____ Phone #: _____

Address: _____ City, State & Zip Code: _____

CONTRACTOR'S NAME: _____ Phone #: _____

Address: _____ City, State & Zip Code: _____

State License #: _____ Competency Card: _____

ADDRESS OF PROPOSED SITE: _____

Parcel ID Number (Required): _____

Florida Tracking No. from DBPR web site for Manufactured Buildings: _____

If Construction/Job Site Trailer – STOP HERE - Sign Owner/Agent or Contractor Affidavit below

DESCRIPTION of DCA MODULAR (check one):

Commercial: _____ Residential: _____ Construction/Job Site Trailer: _____

Cost of foundation \$ _____

State cost of all decks, stairs, and handicap ramps \$ _____

AFFIDAVIT: I hereby certify that the information contained in this application is true and correct and that all work will be done in compliance with all applicable laws regulating construction and zoning. Application is hereby made to obtain a permit to do the work and installations 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.

Owner or Agent Affidavit

(Print Owner or Agent Name)

(Signature of Owner or Agent)

STATE OF FLORIDA
COUNTY OF BAY

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____,

by _____.

(Signature of Notary Public - State of Florida)
(Notary Stamp or Seal)

Personally Known _____ OR Produced Identification _____
Type of Identification Produced _____

Contractor Affidavit

(Print Contractor Name)

(Signature of Contractor)

STATE OF FLORIDA
COUNTY OF BAY

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____,

by _____.

Signature of Notary Public - State of Florida)
(Notary Stamp or Seal)

Personally Known _____ OR Produced Identification _____

NOTE: Final approval on the septic tank from Bay County Health Department is required to be submitted to Builders' Services Division before a Final DCA Modular Inspection will be made.

NOTICE: Bay County Builders' Services Division does not have the authority to enforce deed restrictions or covenants on properties. You are advised to check for any restrictions that may affect your property.

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other government entities such as water management districts, state agencies, or federal agencies.

.....**DO NOT WRITE BELOW DOTTED LINE**.....

Zoning: _____

Flood Zone: _____

Application Approved By: _____, Permit Officer



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Form B08

BAY COUNTY BUILDING SAFETY DIVISION
RESIDENTIAL DRIVEWAY AFFIDAVIT

This notice is to inform you that a driveway final inspection will be needed for your project if it is on a County road.

- _____ New driveway - you will need to apply to the Engineering Department for a Driveway Permit for a new access to a County road.
- _____ Existing driveway - the inspection is still required, but is free of charge.
- _____ Private Drive – No permit or inspection is required

All questions regarding driveway permits and inspections should be directed to the Engineering Department at 248-8301.

**Electricity cannot be turned on
Until the driveway final inspection is approved and filed.**

I have read and understand the above,

Homeowner/Agent/Contractor Signature

Date



Community Development Department
Building Safety Division
840 West 11th Street
Panama City, FL 32401
850-248-8350

Form B09

BAY COUNTY BUILDING SAFETY DIVISION

STATEMENT FOR WATER

Site Address: _____

Please initial the boxes below that are applicable

_____ **WELL** A working potable water well located on the site which will be used water supply to the structure. (no public utilities are available)

_____ **SEPTIC TANK** A new or existing septic system located on the site will be used. (Provide a current septic permit or existing system letter from the Florida Department of Environmental Protection before building permit can be issued)
[Click Here for Septic Permit Applications](#)

_____ **PUBLIC UTILITIES – WATER** Are available and will utilized for water to the structure. (Provide water receipt from serving utility company indicating available service and that all tap fees and impact fees have been paid)

_____ **PUBLIC UTILITIES – SEWER** Are available and will be utilized for sewer to the structure. (Provide sewer receipt from serving utility company indicating available services and that all tap fees have been paid)

Owner/Agent/Contractor Signature

Date



WIND-BORNE DEBRIS PROTECTION
AFFIDAVIT AND NOTICE

For the purpose of documenting the wind-borne debris protection method for the exterior glazing (windows) of the structure located at:

I (print name) _____ attest to the following:

- 1) The structure is classified as an R-3 or R-4 occupancy with mean roof height of 33 ft. or less.
2) The building is within one mile of the mean coastal high-water line.
3) I have applied for a Building Permit under an exception to the required "Protection of Openings" found in the Florida Building Code. (R301.2.1.2 and 1609.1.2)

NOTICE: This is only an option for Groups R-3 and R-4 occupancies.

- Exception: Wood structural panels with a thickness of not less than 7/16 inch (11 mm) and a span between lines of fasteners of 44 inches (1118 mm) shall be permitted for opening protection in buildings with a mean roof height of 33 feet or less in locations where Vuit is 180 mph or less. Panels shall be precut to overlap the wall such that they extend a minimum of 2 inches (50.8 mm) beyond the lines of fasteners and attached to the framing surrounding the opening containing the product with the glazed opening. Panels shall be predrilled as required for the attachment method and secured with corrosion-resistant attachment hardware permanently installed on the building.
a. Attachments shall be designed to resist the component and cladding loads determined in accordance with either Table R301.2(2) or ASCE 7, with the permanent corrosion-resistant attachment hardware provided and anchors permanently installed on the building.
b. As an alternative, panels shall be fastened at 16 inches (406.4 mm) o.c. along the edges of the opposing long sides of the panel.
I. For wood frame construction, fasteners shall be located on the wall such that they are embedded into the wall framing members, nominally a minimum of 1 inch (25.4 mm) from the edge of the opening and 2 inches (50.8 mm) inward from the panel edge. Permanently installed anchors used for buildings with wood frame wall construction shall have the threaded portion that will be embedded into the wall framing based on 1/4-inch (6.35 mm) lag-screws and shall be long enough to penetrate through the exterior wall covering with sufficient embedment length to provide an allowable minimum 300 pounds ASD design withdrawal capacity. For concrete or masonry wall construction, fasteners shall be located on the wall a minimum of 1.5 inches (37.9 mm) from the edge of the opening and 2 inches (50.8 mm) inward of the panel edge. Permanently installed anchors in concrete or masonry wall construction shall have an allowable minimum 300 pounds ASD design withdrawal capacity.
II. For concrete or masonry wall construction, fasteners shall be located on the wall a minimum of 1.5 inches (37.9 mm) from the edge of the opening and 2 inches (50.8 mm) inward of the panel edge. Permanently installed anchors in Concrete or masonry wall construction shall have an allowable minimum 300 pounds ASD design withdrawal capacity and an allowable minimum 525 pounds ASD design shear capacity with a 1.5 inch edge distance. Hex nuts, washered wing-nuts, or bolts used to attach the wood structural panels to the anchors shall be minimum 1/4-inch hardware and shall be installed with or have integral washers with a minimum 1-inch outside diameter.
III. Vibration-resistant alternative attachments designed to resist the component and cladding loads determined in accordance with provisions of Table R301.2(2) or ASCE 7 shall be permitted.

I understand and agree to all of the above,

Signature of Owner/Agent/Contractor

Date



NOTICE OF COMMENCEMENT

Permit No. _____ Tax Folio No. _____
State of Florida
County of Bay

To Whom It May Concern:
The undersigned hereby gives **Notice** that improvement will be made to certain real property, and in accordance with [Chapter 713](#), Florida Statutes, the following information is provided in this [Notice of Commencement](#).

Description of property (legal description of the property, and street address if available): _____

General description of improvement: _____

Owner Name: _____

Address: _____

Owner's interest in site of the improvement: _____

Fee Simple Titleholder Name: _____

Address: _____

Contractor Name: _____

Address: _____

Phone Number: _____

Payment Bond Surety: _____

Address: _____

Phone Number: _____ Amount of Bond: \$ _____

Lender Name: _____

Address: _____

Phone Number: _____

Person within the State of Florida designated by Owner upon whom **Notices** or other documents may be served as provided by Section 713.13(1) (a) 7., Florida Statutes:

Name _____

Address _____

Phone Number: _____

In addition to himself or herself, Owner designates _____ of _____ to receive a copy of the Lienor's **Notice** as provided in Section 713.13(1) (b), Florida Statutes. Phone Number: _____

Expiration date of **Notice of Commencement** is one (1) year from date of recording unless a different date is specified _____

Signature of Owner

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by _____ (name of person making statement).

Signature of Notary Public (State of Florida)

NOTARY SEAL

Personally, Known _____ or Produced Identification _____
Type of Identification Produced _____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROVER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK ON RECORDING YOUR NOTICE OF COMMENCEMENT.