Form B24

BAY COUNTY BUILDERS' SERVICES DIVISION

RESIDENTIAL

MANUFACTURER/MOBILE HOME PLAN REVIEW SUBMITTAL FORM

(For HUD approved structures only)

AVOID PROCESSING DELAYS

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

Parcel Number (Property ID #) _____

1_____ Completed Application Packet
2_____ Scaled Site Plan of Property showing the following:
- Placement of Mobile Home with dimensions to each property line
- All other structures on the property; car ports, sheds, pole barns
- Wetlands (if applicable) showing the 30' buffer
- Flood Zone line (if applicable)

3_____ Blocking Plan (If property is located in a flood zone, an engineered foundation and elevation certificate will be required)
4_____ What is the flood zone for the property? _____X _____AE
5_____ Septic Tank permit (Required) or letter from the Health Department approving existing tank
6_____ Utilities receipt (water and/or sewer) (If applicable)
7_____ Driveway permit. All driveways on County maintained roads need to be inspected by roads and bridges. New Driveways, contact Engineering @ 248-8301. Existing Driveways, contact Roads and Bridges @ 248-8810.
8_____ Copy of recorded Deed or Authorization letter from property owner
9_____ Recorded Notice of Commencement
10_____ Will the Mobile Home be located within 1,500 feet of the Gulf of Mexico?
_____Yes _____ No
If Yes, the Mobile Home must meet Zone II Exposure D requirements.
11_____ Replacement Mobile Home _____ New Mobile Home_____
12_____ Power Company: _____ Gulf Power _____REA

Notes:

- If the property is undeveloped, there will be an additional fee of $446.70 added to the permit fee for Bay County Impact fees.
- Reviewed site plan must be posted on job site for inspection.
- A final approval for septic tank from Bay County Health Department is required before the power can be released.
- Your electric power cannot be turned on until the driveway final inspection is approved and filed.

_____ _____
Applicant's Signature Telephone #
Cell Phone #_____ Email:_____

Form B25

Bay County Builders Services
840 W. 11th ST.
Panama City, FL 32401
850-248-8350 Fax: 850-248-8384

APPLICATION FOR MANUFACTURED/MOBILE HOME SET UP PERMIT

Date: _____ Permit Number: _____

HOMEOWNER NAME: _____ Phone #: _____

Address: _____ City, State & Zip Code: _____

LICENSED INSTALLER'S NAME: _____ Phone #: _____

State License Number: _____ Decal Number: _____

ADDRESS OF PROPOSED SITE: _____
LOT NUMBER if applicable _____

Parcel ID Number ***(Required)***: _____

Description of Mobile Home: Size _____ Color _____

Make: _____ Model: _____ Year: _____

Is this replacing a previous mobile home or structure? Yes_____ No _____

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 separate permits must be secured for electrical and mechanical work.

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.

_____ _____
(Print Contractor/Dealer or Agent) (Signature Contractor/Dealer 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)

Personally Known _____ OR Produced Identification _____
Type of Identification Produced_____

Form B05

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.

Form B08

BAY COUNTY BUILDERS' SERVICES 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

Form B09

BAY COUNTY BUILDERS' SERVICES DIVISION

STATEMENT FOR WATER

Site Address: _____

_____ **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 Bay County Health Department before building permit can be issued.

_____ **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

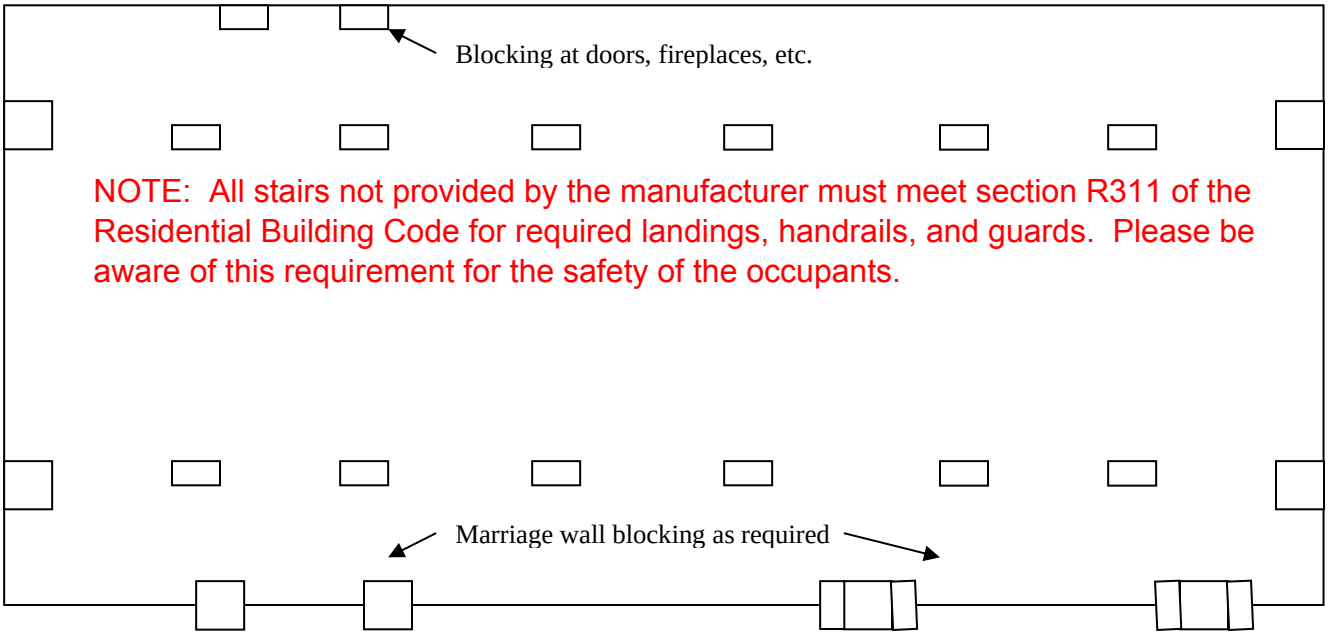
_____
Date

Form B26

BLOCKING PLAN

Address:_____ Permit #:_____

Single wide or one unit of double or triple wide



Complete **All** Below:		Check **One** Below:		Check **One** Below:	
Year and Make	_____	Single-Wide	_____	Torque test for anchors:	
Size of Home	_____	Double-Wide	_____	276in/lbs or more	___ (4ft anchors)
Tested Soil psf	_____	Additional Units	_____	275in/lbs or less	___ (5ft anchors)
Footer (pad) size	_____	Block Spacing	_____		

IMPORTANT NOTES:

1) End blocking required within one (1) foot of ends.
2) Above blocking typical - number varies with length.
3) Home must have a HUD label and must be approved for wind zone II or III.
4) Marriage walls to be adequately supported.
5) Straps not to exceed 5' 4"o.c. homes manufactured after 3/29/99.
6) After 5/29/99, longitudinal ties required (two (2) straps and anchors per end of beams).
7) Torque test value of less than 276 in/lbs requires 4000lb working load anchors (5ft).

The above information and testing is in accord with Rule 15C of the Department of Highway Safety and Motor Vehicles.

_____
(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 _____

Type of Identification Produced_____

Revised 10/10

SITE PREPARATION

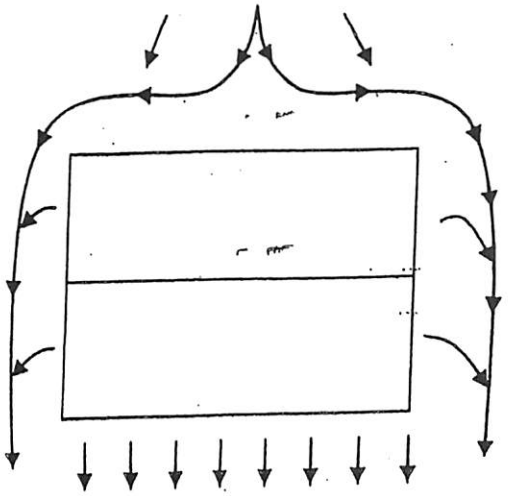
F.A.C. Rule 15C-1.0102(1) requires the installation of all new and when available used homes to be installed to the manufacturer's installation instructions.

Site prep and site drainage

Used Homes
F.A.C. Rule 15C-1.0102(3) - The area beneath and around the home shall be graded, sloped or properly drained so that water will not accumulate under the home. Vegetation and organic materials must be removed.

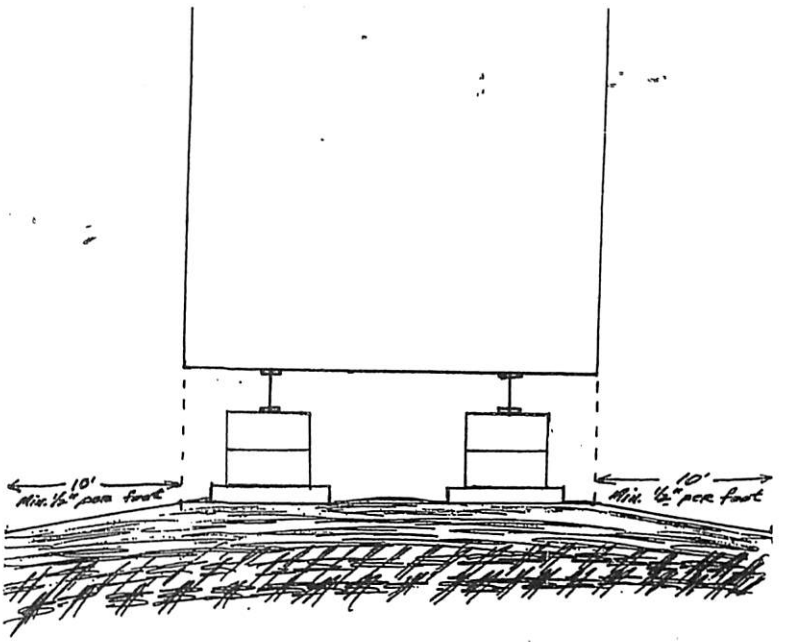
New Homes - To help prevent settling or sagging, the foundation must be constructed on firm, undisturbed soil or fill compacted to at least 90 percent of its maximum relative density. All organic material such as grass, roots, twigs and wood scraps must be removed in areas where the footing are to be placed. Drainage must be provided to direct surface water away from the home to protect against erosion of foundation supports and to prevent water build-up under the home. The home site must be graded or other methods, such as a drain tile and automatic sump pump systems must be provided to remove any water that may collect under the home.* All drainage must be diverted away from the home and must slope a minimum of one-half inch per foot away from the foundation for the first ten feet. Where property lines, walls, slopes or other physical conditions prohibit this slope, the site must be provided with drains or swales or otherwise graded to drain water away from the structure. The home, where sited, must be protected from surface runoff from the surrounding area. If gutters and downspouts are installed the runoff must be directed away from the home.

The installer is responsible for site preparation even when a homeowner pulls the permit. You must never install any home where water may run under or accumulate under the home. Rain water must be channeled away from the home. A dirt pad is the best way to be assured of rain water being properly channeled away from the home.



Rain water must be diverted away from the home.

*



Form B16

"A" AND "V" FLOOD ZONES

IMPORTANT INFORMATION FOR THOSE WHO BUILD ON PROPERTIES IN SPECIAL FLOOD HAZARD AREAS

A special flood hazard area is where FEMA has determined that there is a greater chance for flooding to occur. The effective FEMA map is dated June 16, 2009. When building in these areas, two additional documents will be needed for your file and certain procedures must be followed. Failure to follow them could result in substantial extra costs and delays.

A suggested first step when building in these areas is to obtain a licensed land surveyor. He or she will first determine the Base Flood Elevation (BFE) of the area. This is the expected highest level of the water during a flood. He or she then places a "benchmark" on the property, which is used to determine how high this flood water level will be on your property.

- **You must then build your floor above that flood water level.**
- **For manufactured homes approved by HUD, only a final elevation certificate is required. For site built homes, two elevation certificates are required.**

In unincorporated Bay County and the City of Panama City, your lowest floor must be **1 foot above the BFE**. Immediately after your slab is poured (or joists and girders installed for framed floor systems), the surveyor must then prepare a document called an "Elevation Certificate" (EC) that will verify your building floor is in compliance.

- **Don't wait to get this first Elevation Certificate.**

It is important to get this *first* EC done soon after the floor is finished because, if for any reason, the floor is too low (below BFE), **it will have to be raised to the proper level.**

- **NOTE: Section 110.3 of the code requires the under construction elevation certificate to be submitted to the building official prior to vertical framing.**

The *second* EC is called for when the home and site (finished grade) are completed and nearing the final inspection. It again documents compliance of the floor and additionally documents other items like finished grade, equipment (such as air conditioning systems, these items must meet the elevation requirements also), flood venting if needed, etc.

- **NOTE: Per section 110.3 of the code, the final inspection and Certificate of Occupancy cannot be given until this *second* EC (Finished Construction EC) is provided for the file.**

For additions to existing homes located in flood zones, please make an appointment with staff to consider the applicable rules. "V" zones have wave action in addition to flooding hazards. They must meet all the above and they have unique foundation requirements that will need structural engineering. If you have questions, please call for assistance.

Why all the paperwork? FEMA provides low cost flood insurance for communities that make sure their new homes and additions are safe from flooding, and it's the law. Need further information? For questions regarding your construction, call 248-8250, regarding the FEMA flood insurance program or go to http://www.fema.gov/about/programs/nfip/index.shtm or call CRS Coordinator at 248-8250.

I have read and understand the above_____ Dated_____