

SETTING UP A MANUFACTURED HOME IN THE CITY OF NEWBERRY

GENERAL REQUIREMENTS

- Check zoning: The parcel must be listed in one of the following categories: Agriculture, SF/MH, RMH, RMH-P
- Mobile homes manufactured prior to 1977 must be inspected by a certified building inspection service, manufactured home dealer, or licensed mobile home installer before applying for the mobile home permit.
- If the property is a recent purchase you must provide a copy of the recorded deed.
- If the property was created by a lot split, a new tax parcel number must be obtained from the Alachua County Property Appraiser's office.
- If you are **not** the property owner, but **own and will occupy** the manufactured home, you will need a notarized letter from the owner giving you permission to set the home on the property.
- If you **do not own** the manufactured home **or** you will **not be the occupant**, **or** you are **not a licensed mobile home installer**, you **cannot** pull the manufactured home permit.
- Submit the legal description of the property and site plan for Pre-Application Screening.

EFFECTIVE OCTOBER 1, 1999

AS PER FLORIDA ADMINISTRATIVE CODE, RULE 15 C-1 AND 15 C-2, BEFORE ISSUING PERMITS FOR MOBILE HOMES, GOVERNMENTAL JURISDICTIONS SHALL RECEIVE FOR THE RECORD A SCALE DRAWING OF ALL PIER BLOCK LOCATIONS AND DIMENSIONS, FOUNDATION OR FOOTING DIMENSIONS, SOIL LOAD BEARING CAPACITY AT THE INSTALLATION SITE AND TORQUE TEST RESULTS WHEN REQUIRED.

In order for the City of Newberry to be in compliance with this rule, manufactured home permit applicants shall provide all information required when applying. All information will be reviewed, and **IF** all information is accurate and legible, the permit will be issued.

- Installation worksheet
- Mobile home installer *and* plumbing affidavit (if plumbing is to be connected by installer)
- Floor plan of model being installed showing: location and size of piers and foundations, location of shear walls, columns and column loads, location of tie downs and size of anchors, location and results of soil bearing capacity tests, and torque test results if necessary

If used manufactured home and original floor plan is not available a generic dimensioned floor plan may be used giving information required in a. through e. according to Rule 15 C-2.

Energy audit form for all new manufactured homes and also for old manufactured homes if new air conditioning installed.

When the permit is issued the **APPLICANT FOR PERMIT** will be responsible for placing the approved information on the job site with the manufactured home manual before calling for the inspection.

After local building departments have ascertained that all work has been performed, Certificates of Completion are to be issued for manufactured homes as per a generic dimensioned floor plan may be used giving information required in a. through e. according to Rule 15 C-20072. **THE APPLICANT FOR THE PERMIT** is responsible for picking up the Certificate of Completion.