



HENDRY COUNTY BUILDING LICENSING & CODE ENFORCEMENT

POST OFFICE BOX 836 • 88 SOUTH MAIN STREET • LABELLE, FLORIDA 33975 • (863) 675-5245 • FAX: (863) 675-5319 •
100 EAST EL PASO AVE – CLEWISTON, FLORIDA 33440 – PHONE (863) 983-1463 – FAX: (863) 983-1467

Application for Mobile/Manufactured Home Permit

- STAFF USE ONLY

Received by:* _____ Date Received:* _____ Date Promised:* _____ Zoning Approval:* _____ Date:* _____

PROJECT PHYSICAL ADDRESS: _____ City: _____ County: HENDRY

Subdivision: _____ Lot(s): _____ Block: _____

Parcel I.D. #: _____ Section: _____ Township: _____ Range: _____

Property Owner: _____ Address: _____

City: _____ State: _____ Zip Code: _____ Phone Number: _____

WORK DESCRIPTION:

(Mobile Home Single/ Double Triple Wide, Etc.)

PROPOSED USE: _____ Residential Use _____

Applicant:(Contractor/OB): _____

Contractor: _____ **Address:** _____ **Company Name:** _____

(Prime Contractor)

City: _____ **State:** _____ **Zip:** _____ **License :** _____

Phone: _____

Installer Contractor/ Company Name: _____ **License:** _____

Phone: _____

Electrical Contractor/Company Name: _____ **License:** _____

Phone: _____

Plumbing Contractor/Company Name: _____ **License:** _____

Phone: _____

Mechanical Contractor/Company Name: _____ **License:** _____

Fee Simple Titleholder's Name (if other than owner) _____

Fee Simple Title holder's Address: _____

Property Status: _____ **New Residential** _____ **Replacement Unit** _____ **Other (** _____ **)**

Contract Price:\$ _____ **(Contractor's must submit copy of contract) Value of completed Project \$** _____

Design Floor Load (PSF) 40 Min _____ **Square Footage:** _____ **Number of Stories:** _____

Occupancy Type: Residential _____

Impact Fee (When Applicable) Payer: _____

Flood Zone Designation: If your property is located in a flood zone (except Zone C), the First Floor Elevation must be certified to be in compliance with Hendry County Flood Zone Regulations by a State of Florida Registered/Licensed Surveyor or Engineer. This Certificate must be on file in the Building Department prior to requesting the final inspection or a Certificate of Occupancy.

[] Zone "C" – First Floor must be held 18" above the crown of the road.

[] Zone "A" – First Floor must be held 24" above highest adjacent grade.

[] Zone "AH" – First Floor must be held _____ inches above NGVD (MSL), FEMA Map No.

[] Numbered "A" Zone – First Floor must be held _____ inches above NGVD (MSL), FEMA Map No. _____

Mortgage Company: _____ Bonding Company: _____

Address: _____ Address: _____

City: _____ State: _____ Zip: _____ City: _____ State: _____ Zip: _____



Application is hereby made to obtain a permit to do 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,, plumbing, , air conditioning systems, etc., unless properly licensed contractors under the provisions of Chapter 489 of Florida Statutes, Hendry County Regulations and/ or as the Owner/Builder Exemption have been accepted for construction.

Warning – Work in the right-of-way: This permit does not authorize construction or installation of any structure or utility, above or below ground, within any right-of-way or easement reserved for access, drainage or utility purposes. This restriction specifically prohibits fencing, sprinkler systems, landscaping other than sod, signs, water, sewer, cable and drainage work therein. If such improvements are necessary, a separate permit(s) may be required from the Hendry County Building Department and/or Hendry County Engineering Department or agency responsible for easement.

Owner's Affidavit: I certify that all foregoing information is accurate and that all work will be done in compliance with applicable laws regulating construction and zoning. I have researched Federal, State and local regulations related to this project, and I have received permits from other agencies claiming jurisdiction over this project as required by law. I further understand that any omissions in content of this application or failure to provide additionally required information or to construct to Code may render this permit immediately void and a new permit will be required.

I further acknowledge the following:

- Issuance of a permit is subject to conditions and to time limitations or constraints (90 day to complete permit).
- Issuance of a permit is not authorization to violate public or private restrictions, laws or regulations.
- Failure to comply with applicable construction regulations may result in with holding of future permits and a STOP WORK ORDER.
- I will comply with all the requests and requirements contained within this application to place this mobile home structure.

Signature: _____
(Owner or Agent including Contractor)

Signature: _____
(Owner/Builder)

State of Florida, County of Hendry

The foregoing instrument was acknowledged before me this _____ day of _____, 200__, by the contractor, their agent, who is personally known to me or who has produced ___ Drivers License or ___ _____ as identification and who did not take an oath.

Notary Stamp Below

Signature of Notary Taking Acknowledgement

Application reviewed and approved by _____ Permit Officer

REQUIRED ITEMS FOR MOBILE HOME PERMIT

All items must be submitted to the Building Department at the time of this request for a permit. An incomplete application will not be accepted and may result in the delay of the construction / project. It is your responsibility to provide written authorization / approval for items requiring approval from Departments outside of the Building Department. It will be your responsibility to provide plans or specifications to these agencies, for their review and approval **PRIOR TO PERMITTING:**

1. Documentation of ownership as recorded in public records. Documentation may be a tax bill, or recorded deed (warranty, mortgage or recorded contract for deed). Note: If you are not the owner, as identified by public records, you must obtain written permission to make improvements. Mobile homes require the use of individual parcels, per unit unless permitted through a special exception by the Board of Hendry County Commissioners as a mobile home park.
2. Sewer connection and/or design authorization or approval of existing septic tank, new septic tank, (From Hendry County Environmental Health Unit) or written authorization for connection to the appropriate local sewer utility.
3. Written authorization for the potable water connection to the local utility.
4. Zoning approval (if changes will be required from current classified or existing use) from the Hendry County Planning Department.
5. Approval of driveway location and construction from the Hendry County Engineering Department. Please contact the Hendry County Engineer's Office at (863) 675-5222 in LaBelle for questions. May contact the Central County Water District for connections into the Montura Ranch Estates area.
6. A contract or agreement with a solid waste disposal company, acceptable to the Hendry County Special Districts Director, to dispose of any solid waste or sludge that may be generated from this project in the form of demolition debris/waste and/or construction debris. Site shall be kept clean at all times (to prevent debris from being blown throughout the area). A portable sanitary outlet (Example: Porta-John) will also be required on the job-site. Also must provide documentation of enrolling in mandatory trash pick-up. (Tax Collector)
7. A list of sub-contractors shall also be submitted at time of permitting. Any changes in sub-contractors will be immediately forwarded to Hendry County Building Department to ensure compliance with current licensure requirements. Sub-contractors are not permitted to work on this job unless properly licensed to perform the activities tasked to them. Must complete and return the attached Sub-Contractor sheet.
8. A boundary survey no more than 18 months old. Owner must locate all markers and stake property prior to first inspection. Survey shall show all easements and Flood Zone. (Engineered scale) Applies to all permits. (required to establish and verify flood zone and property corners for setbacks).
9. Site plan (2 copies) must show the following information within the submitted plans:
 - a. All existing structures. Also show proposed placement of mobile home;
 - b. Indicate all proposed or existing ponds, drainage systems, or retention ponds;
 - c. Identify the points of the compass, utilities, demolition;
 - d. Indicate names and locations of adjacent county, city and/or state or federal road systems. Indicate connections to these roads.
10. Manufacturer's and set-up plans (2 copies) to scale. Showing the following minimum information:
 - a. Floor plan with rooms named and dimensions shown for each floor level;
 - b. A copy of the data plate with identical information, as affixed to the mobile home;
 - c. Penetrometer results, identifying the soil bearing results;
 - d. Specific information identifying the method of set-up, per the Manufacturer's Manual.
 - e. Verification of Wind Zone III construction. Per Florida regulations, only Wind Zone III units may be installed within Hendry County unless written authorization has been provided from DMV.

NOTE: THESE ARE MINIMUM REQUIREMENTS. You should copy the completed permit application for your files prior to applying with the Hendry County Building, Licensing and Code Enforcement office.



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Sub-Contractor List for Permit Application

In accordance with Florida Statue 489 and/or Hendry County Ordinance 2004-01, a complete list of all persons contracting work on this project must be identified. These persons must be licensed as contractors, working within the scope of their licenses, unless working under the direct supervision of another licensed contractor, in which his license allows the use. Please identify the following contractors working on this project and their license numbers. All contractors must be either a state certified or state registered with Hendry County, or a hold a Hendry County Certificate of Competency as a Specialty Contractor (Same contractor may work in different areas, when scope allows):

Mobile Home Installer Contractor: _____
Building / General / Residential: _____
Air Conditioning/Mechanical: _____
Plumbing Contractor: _____
Electrical Contractor: _____
Aluminum Specialty Contractor: _____
Concrete / Masonry Contractor: _____
Excavation (Land Clearing) Contractor: _____
Fence Contractor: _____
Other Contractor: _____
Other Contractor: _____

If there are any questions as to who should be listed, please call the Building Department. Any person with whom a contract is made to perform construction services should be identified. Copies of signed contracts with names and licenses may be required for permit files.



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MOBILE/MANUFACTURED HOME PERMIT CHECKLIST

- _____ 1. Documentation of ownership as **recorded** in public records?
- _____ 2. Written authorization for the potable water connection to the local utility?
- _____ 3. Are there any unique and /or special zoning regulations that will require the zoning department to approve this use? Is the use a conforming use to Hendry County Codes?
- _____ 4. Driveway connection approval or construction authorization permit from Hendry County Engineering, Central County Water District, as required?
- _____ 5. Copy of a signed agreement or contractor for the removal of all construction debris or sludge from this project? Have you arranged to have a portable toilet provided, in the absence of other accessible sanitary facilities?
- _____ 6. Have you completed the list of sub-contractors? All applicable lines must be identified, even if provided by same contractor.
- _____ 7. Boundary survey with Flood Zone information with the application, signed and sealed by a Florida licensed surveyor or engineer.
- _____ 8. Does your site plan (2 copies) contain the following minimum information?
 - i. All existing structures with overall dimensions;
 - ii. Indicate all proposed or existing ponds, drainage systems, or retention ponds, utilities, demolition;
 - iii. Identify the points of the compass,;
 - iv. Indicate names and locations of adjacent county, city and/or state or federal road systems. Indicate connections to these roads.
- _____ 9. Set-up information:, pentrometer test sheet, foundation plan, setup manual (page) sheet, data plate sheet, floor plan and data plate with v.i.n. and compliance for wind zone III.
- _____ 10. Signed approval for wind zone II from the Department of Motor Vehicles to be located and setup within Hendry County..
- _____ 11. Complete and signed contract.
- _____ 12. Signed affidavit for the removal of the replacement unit.