

**LEVY COUNTY DEVELOPMENT DEPARTMENT**  
**PERMIT REQUIREMENTS CHECKLIST FOR NEW MOBILE HOME**

**1. PROOF OF OWNERSHIP OF LAND.**

The applicant must provide a contract for deed, warranty deed, or tax statement, inclusive of a complete legal description or parcel identification number.

**2. LETTER OF AUTHORIZATION.**

If applicant is not the owner of the property or a licensed manufactured home installer, the applicant must have a site specific, signed and notarized letter of authorization giving the owner's agent permission to obtain the necessary building permits for the project.

**3. APPLICATION FOR PERMIT.**

All property owners must sign application and have it notarized.

**4. MUST PROVIDE FORM 500 FROM DEALERSHIP OR TITLE/REGISTRATION FOR MOBILE HOME. (In property owners name)**

**5. NOTICE OF COMMENCEMENT.**

Must be recorded in Clerk's Office and a copy brought to our office before first inspection.

**6. APPLICATION-EMERGENCY 911 DATABASE ADDRESS**

**7. 3 COPIES OF SITE PLAN**

**8. MOBILE HOME/MANUFACTURED SETUP PACKET**

These forms must be completed by the licensed Installer responsible for the set-up. If owner, or a subcontractor has been commissioned to install the plumbing, electric, or air conditioning all persons providing services must sign the specified portion of the certification sheet before the packet will be accepted by the Building Department. **(Must have original signatures)**

## **9. DRIVEWAY CONNECTION PERMITS**

Driveway connection permits for connection to the county road systems are obtained through the Development Department. Connection to the State road systems are obtained from the Florida Department of Transportation. You may contact the maintenance office located near Chiefland on Alt. 27, or the District office in Lake City.

- You may request applications for driveway connection permits at any time.
- No final inspections shall be made without written approval of the driveway connection from FDOT for projects that access State roads, so be sure to call them prior to scheduling a final inspection with the Development Department.

## **10. SEPTIC TANK PERMIT OR VERIFICATION OF ONSITE SEWAGE DISPOSAL SYSTEM FROM THE DEPARTMENT OF HEALTH.**

A permit for an onsite sewage disposal system must be provided before your building permit will be issued. You will receive your septic permit from the Health Department. When you come to the office to begin your permit process, we will review your site plan and proof of ownership for consistency with the code. If found compliant, we will issue you a Zoning Approval that is delivered to the Health Department. If this is a replacement then you will need a verification of the existing tank from the Health Department. However, the move-on permit will not be issued until a copy of septic permit is provided to the Development Department.

## **11. OWNER BUILDER AFFIDAVIT.**

This affidavit is required by the same law that exempts property owners from the requirement to hold a valid contractor's license. If the property owner is going to do any portion of work (i.e., construction, electrical, or plumbing...) they are required to sign this document, stating they have read, understand and are accepting the same responsibilities contractor's bear for that portion of the work the owner builder permit covers. Some of these responsibilities include federal income tax, social security taxes, and worker's compensation insurance requirements for any employees.

## **12. DISCLAIMERS.**

This document provides written notice that Levy County is **not responsible** for maintaining roads **not currently** in the maintenance system and Although Levy County has a flood prevention ordinance there are no assurances implied that compliance with the ordinance us a guarantee that you will never flood.

Also this notice states that the applicant, contractor or property owner must string at least two property lines to enable the building Inspector to document compliance with setbacks shown

on site plan on the first inspection and the applicant, contractor or property owner is responsible for true and accurate property lines shown to the inspector.

### **13. REPLACEMENT AFFIDAVITS.**

Replacement Affidavits are only necessary if the new home is being built to replace an existing dwelling. The affiant agrees to remove the existing dwelling unit within 30 days of the approval of the final inspections of the new home.

### **THE FOLLOWING ARE ADDITIONAL REQUIREMENTS IF THE PROJECT IS LOCATED WITHIN A FLOOD ZONE**

- 14.** If your property is located in the regulatory flood way, or the 100 year flood plain adjacent to the Suwannee River, you will need to acquire an Environmental Resource Permit from the Suwannee River Water Management District prior to issuance of building permits.
- 15.** Professional design (architect or engineer sealed) plans and a V-Zone Certificate are required if located in velocity zone (V-Zone) or coastal high hazard construction zone.
- 16.** In the event there is any enclosure (s) an "Elevation Certificate" must be provided to the office within 21 days after finished floor is established and before vertical construction starts (A-Zone); or 21 days after the placement of the lowest horizontal structural member (V-Zone). Then one before final inspections.

**LEVY COUNTY DEVELOPMENT DEPARTMENT**  
**PERMIT REQUIREMENTS CHECKLIST FOR USED MOBILE HOME**

THE FOLLOWING **MUST** BE PROVIDED AT THE TIME OF APPLICATION FOR BUILDING PERMITS (BY EITHER THE PROPERTY OWNER, OWNER'S AGENT, OR LICENSED CONTRACTOR) TO ENABLE THE BUILDING PERMIT APPLICATION TO BE ACCEPTED BY THE PERMIT CLERK.

**1. PRE-INSPECTION REPORT REQUIRED.**

Move-on permits shall not be issued for used mobile homes without first providing a completed pre-inspection report. Pre-inspection reports may only be provided by state licensed inspectors, contractors, mobile home installers and mobile home dealers.

All sections of the report are required to be checked and signed by the eligible person certifying the dwelling unit.

Mobile homes found to be substantially damaged shall not be permitted to be moved to, or relocated in Levy County.

The pre-inspection report must find the mobile home to be less than substantially damaged. A mobile home is considered substantially damaged when the cost of repairs to render the unit fully compliant with applicable building codes exceeds 50% of the market value of a similar unit of approximately the same size and comparable model, in average condition. Units that are less than 50% damaged may be required to purchase remodel and repair permits. The requirement for remodel and repair permits will be determined by the Building Department pursuant to the Inspection report. The Levy County Development Department retains the authority to make the final determination regarding substantial damage, and to require any improvements necessary to enable the department to issue the certificate of occupancy.

The Levy County Development Department will provide pre-inspection for used mobile homes located in Levy County for the fee prescribed in the latest fee schedule adopted by the Board of County Commissioners.

**2. PROOF OF OWNERSHIP OF LAND .**

The applicant must provide a contract for deed, warranty deed, or tax statement, inclusive of a complete legal description or parcel identification number.

**3. LETTER OF AUTHORIZATION.**

If applicant is not the owner of the property or a licensed manufactured home installer, the applicant must have a site specific, signed and notarized letter of authorization giving the owner's agent permission to obtain the necessary building permits for the project.

4. **APPLICATION FOR PERMIT.**

All property owners must sign application and have it notarized.

5. **MUST PROVIDE FORM 500 FROM DEALERSHIP OR TITLE/REGISTRATION FOR MOBILE HOME. (In property owners name)**

6. **NOTICE OF COMMENCEMENT.**

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7. **APPLICATION-EMERGENCY 911 DATABASE ADDRESS**

8. **3 COPIES OF SITE PLAN**

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These forms must be completed by the licensed Installer responsible for the set-up. If owner, or a subcontractor has been commissioned to install the plumbing, electric, or air conditioning all persons providing services must sign the specified portion of the certification sheet before the packet will be accepted by the Building Department. **(Must have original signatures)**

10. **DRIVEWAY CONNECTION PERMITS**

Driveway connection permits for connection to the county road systems are obtained through the Development Department. Connection to the State road systems are obtained from the Florida Department of Transportation. You may contact the maintenance office located near Chiefland on Alt. 27, or the District office in Lake City.

- You may request applications for driveway connection permits at any time.
- No final inspections shall be made without written approval of the driveway connection from FDOT for projects that access State roads, so be sure to call them prior to scheduling a final inspection with the Development Department.

**11. SEPTIC TANK PERMIT OR VERIFICATION OF ONSITE SEWAGE DISPOSAL SYSTEM FROM THE DEPARTMENT OF HEALTH.**

A permit for an onsite sewage disposal system must be provided before your building permit will be issued. You will receive your septic permit from the Health Department. When you come to the office to begin your permit process, we will review your site plan and proof of ownership for consistency with the code. If found compliant, we will issue you a Zoning Approval that is delivered to the Health Department. If this is a replacement then you will need a verification of the existing tank from the Health Department. However, the move-on permit will not be issued until a copy of septic permit is provided to the Development Department.

**12. OWNER BUILDER AFFIDAVIT.**

This affidavit is required by the same law that exempts property owners from the requirement to hold a valid contractor's license. If the property owner is going to do any portion of work (i.e., construction, electrical, or plumbing...) they are required to sign this document, stating they have read, understand and are accepting the same responsibilities contractor's bear for that portion of the work the owner builder permit covers. Some of these responsibilities include federal income tax, social security taxes, and worker's compensation insurance requirements for any employees.

**13. DISCLAIMERS.**

This document provides written notice that Levy County is **not responsible** for maintaining roads **not currently** in the maintenance system and Although Levy County has a flood prevention ordinance there are no assurances implied that compliance with the ordinance us a guarantee that you will never flood.

Also this notice states that the applicant, contractor or property owner must string at least two property lines to enable the building Inspector to document compliance with setbacks shown on site plan on the first inspection and the applicant, contractor or property owner is responsible for true and accurate property lines shone to the inspector.

**14. REPLACEMENT AFFIDAVITS.**

Replacement Affidavits are only necessary if the new home is being built to replace an existing dwelling. The affiant agrees to remove the existing dwelling unit within 30 days of the approval of the final inspections of the new home.

**THE FOLLOWING ARE ADDITIONAL REQUIREMENTS IF THE PROJECT IS LOCATED WITHIN A FLOOD ZONE**

15. If your property is located in the regulatory flood way, or the 100 year flood plain adjacent to the Suwannee River, you will need to acquire an Environmental Resource Permit from the Suwannee River Water Management District prior to Issuance of building permits.

**LEVY COUNTY DEVELOPMENT DEPARTMENT  
MOBILE HOME PERMIT FEE COST SHEET**

<b>SINGLE-WIDE MOBILE HOME</b>	\$175.00	
COUNTY ZONING FEE	\$100.00	
CITY ZONING APPROVAL		
ELECTRICAL	\$50.00	
PLUMBING	\$50.00	
A/C	\$50.00	
<b>TOTAL</b>		\$425.00
STATE SURCHARGE 3% FEE		\$12.75
<b>TOTAL PERMIT FEE</b>		<b>\$437.75</b>

<b>DOUBLE-WIDE MOBILE HOME</b>	\$250.00	
COUNTY ZONING FEE	\$100.00	
CITY ZONING APPROVAL		
ELECTRICAL	\$50.00	
PLUMBING	\$50.00	
A/C	\$50.00	
<b>TOTAL</b>		\$500.00
STATE SURCHARGE 3% FEE		\$15.00
<b>TOTAL PERMIT FEE</b>		<b>\$515.00</b>

<b>TRIPLE-WIDE MOBILE HOME</b>	\$325.00	
COUNTY ZONING FEE	\$100.00	
CITY ZONING APPROVAL		
ELECTRICAL	\$50.00	
PLUMBING	\$50.00	
A/C	\$50.00	
<b>TOTAL</b>		\$575.00
STATE SURCHARGE 3% FEE		\$17.25
<b>TOTAL PERMIT FEE</b>		<b>\$592.25</b>

<b>QUAD-WIDE MOBILE HOME</b>	\$350.00	
COUNTY ZONING FEE	\$100.00	
CITY ZONING APPROVAL		
ELECTRICAL	\$50.00	
PLUMBING	\$50.00	
A/C	\$50.00	
<b>TOTAL</b>		\$600.00
STATE SURCHARGE 3% FEE		\$18.00
<b>TOTAL PERMIT FEE</b>		<b>\$618.00</b>

**LEVY COUNTY DEVELOPMENT DEPARTMENT**

**APPLICATION FOR PERMIT**

P.O. BOX 672, BRONSON, FL. 32621 352-486-5198, 352-486-5200, 352-486-5202

TAX FOLIO NO: (PARCEL#)		DATE:
OWNERS NAME		OWNERS ADDRESS
		City
PHONE #	State	Zip
CONTRACTOR'S/INSTALLER'S NAME (NOT BUSINESS NAME)		CONTRACTOR'S ADDRESS
		CITY
PHONE #	STATE	ZIP
JOB NAME		JOB ADDRESS
		CITY COUNTY - LEVY
LEGAL DESCRIPTION		
SUBDIVISION		LOT BLK
UNIT	PHASE	SECTION TOWNSHIP RANGE
TYPE OF CONSTRUCTION: RESIDENCE NEW MOBILE HOME USED MOBILE HOME		
ADDITION POOL REMODEL/REPAIR DEMO PREINSPECTION		
OTHER		
DRIVING DIRECTIONS TO JOB SITE:		
TOTAL COST OF IMPROVEMENTS		TOTAL SQ FT.
TOTAL LAND AREA	NUMBER OF STORIES	WALL TYPE
NUMBER OF BATHROOMS-FULL	PARTIAL	SQ FT HEATED UNHEATED
<b>For Office Use Only</b>		<b>For Office Use Only</b>
ZONING:	SEPTIC PERMIT #	PERMIT FEE
FLOOD ZONE:		
ELEVATION	MIN. FINISH FLOOR ELVATION	
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, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.		
<b>OWNER'S AFFIDAVIT:</b> I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.		
<b>WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY.</b>		
<b>A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION</b>		
<b>IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.</b>		



\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Print

(SEAL)

Personally Known \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Contractor/ Installer

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Print

(SEAL)

Personally Known \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

County Competency Card # \_\_\_\_\_

Contractor's State Certification No. \_\_\_\_\_ or Registration No. \_\_\_\_\_

Installer's State License # \_\_\_\_\_

(OFFICE USE ONLY)

Application Approved by	_____	_____
	Permit Officer	Date
Zoning Approved By :	_____	_____
	Building Official or Zoning Signature	Date
Zoning Denied By:	_____	_____
	Building Official or Zoning Signature	Date
Plans Reviewed By:	_____	_____
	Plans Examiner Signature	Date

# LEVY COUNTY RESIDENTIAL SITE PLAN

Levy County Building Department  
P.O. BOX 672, Bronson, Fl. 32621 (352) 486-5198

Clerk \_\_\_\_\_

Date \_\_\_\_\_

## Property Owner Information:

Name: \_\_\_\_\_ Parcel I.D.# \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Unit \_\_\_\_\_ Phase \_\_\_\_\_  
Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ 911 Address \_\_\_\_\_

## The following items must be on Site Plan to be complete:

1. Indicate North direction with arrow. **North should be at the top of the site plan page.**
2. Show symmetrical shape and dimensions of property.
3. Show and identify all existing and proposed buildings.
4. Show dimensions of all existing and proposed buildings and distances of all existing and proposed buildings to all property lines.
5. Show all streets and easements abutting property.
6. Identify proposed driveway.
7. Indicate, with a dashed line, any water or depressions.
8. Identify all contiguous public owned lands and other natural reservations

## REQUIRED SETBACKS

**NOTE: Setbacks for parcels contiguous to Natural Reservations \_ Minimum 100 ft.**

### R-Residential - Zoning

Front 25 ft.  
Sides 10 ft.  
Rear 25 ft.

### RR-Rural Residential - Zoning

Front 50 ft.  
Sides 10 ft.  
Rear 50 ft.

### A/RR - Agriculture/Rural Residential

Front 50 ft.  
Sides 10 ft.  
Rear 50 ft.

### F/RR - Forestry/Rural Residential

Front 50 ft.  
Sides 10 ft.  
Rear 75 ft.

### Accessory Structures

Sides 10 ft.  
Rear 10 ft.

Front - same as current zoning/land use designation.

**Notice: Side street and corner lot same setback as front.**

## Zoning Officer:

This Building Site: IS \_\_\_\_\_ IS NOT \_\_\_\_\_ within a flood prone area

Community/Panel No. \_\_\_\_\_ Flood Zone \_\_\_\_\_ Elevation \_\_\_\_\_ Finished Floor \_\_\_\_\_



I certify that I am the owner of the property, that the information provided on these forms and this Site Plan (or attached Site Plan) and other exhibits is accurate, and that I am aware of my responsibilities under the Levy County Code of Ordinances.

---

Signature of Property Owner

---

Date

# LEVY COUNTY E911 DATABASE MANAGEMENT APPLICATION FOR 911 ADDRESS

PHONE#: (352) 486-5214

B&Z CLERK: _____	DATE: _____
SEC/TWP/RGE/PARCEL#: _____ _____/_____/_____/_____	
ACREAGE: _____ (not needed for subdivision lots)	
SUBDIVISION: _____	BLOCK: _____ LOT: _____
PROPERTY OWNER: _____	CONTACT#: _____
RESIDENT: _____	CONTACT#: _____ (If different than property owner)

**CHECK ALL THAT APPLY:**

- |   |  |
|---|--|
| <input type="checkbox"/> NEW RESIDENCE                        | <input type="checkbox"/> CHANGE OF ADDRESS   |
| <input type="checkbox"/> REPLACEMENT                          | <input type="checkbox"/> VERIFICATION OF EXISTING ADDRESS<br>(Existing address, no home currently on property) |
| <input type="checkbox"/> ADDITIONAL RESIDENCE                 | <input type="checkbox"/> HARDSHIP VARIANCE   |
| <input type="checkbox"/> COMMUNICATION TOWER<br>Carrier _____ | <input type="checkbox"/> BUSINESS<br><input type="checkbox"/> Agricultural <input type="checkbox"/> commercial |

**INCLUDE THE FOLLOWING FOR ALL ADDRESS APPLICATIONS:**

- \* NUMBER OF HOMES ON PROPERTY, NOT INCLUDING PROPOSED: \_\_\_\_\_
- \* SHOW LOCATIONS OF ALL STRUCTURES & LABEL USE
- \* LABEL ANY EXISTING HOME/BUSINESS WITH ADDRESS
- \* SHOW ACCURATE LOCATION OF DRIVEWAY(S)-distance in feet from property lines (for residences permitted on more than one lot in a subdivision, you must indicate on which lot the driveway will enter, then distance from property lines)

**\*WILL SAME DRIVE BE USED FOR ALL HOMES/OFFICES?  YES  NO**

**\*SHOW LOCATION AND NAME OR NUMBER OF ALL ROADS ABUTTING PROPERTY**

**COMPLETE THE FOLLOWING IF IT APPLIES TO YOU:**

**SPLIT FROM A LARGER PARCEL (must check this box and include the following if the split is recent and has not been recorded in the Levy County Records.)**

**\*IS THIS A HOMESTEAD DENSITY EXCEPTION?  YES  NO**

**\*PARENT PARCEL ACREAGE: \_\_\_\_\_**

**\*INDICATE LOCATION OF SPLIT WITHIN PARENT PARCEL**

**\*INDICATE ANY EXISTING HOMES OR DRIVEWAYS LOCATED ON PARENT PARCEL, INCLUDE ADDRESSES FOR EXISTING HOMES**

**PLEASE NOTE:**

**-ADDRESSES WILL BE ISSUED ONLY WHEN A COMPLETE PERMIT APPLICATION HAS BEEN APPROVED**

**-THIS FORM MUST BE COMPLETED ENTIRELY FOR ALL ADDRESS APPLICATIONS**

**-AN INCOMPLETE ADDRESS APPLICATION WILL BE REJECTED AND RETURNED, WHICH MAY CAUSE DELAYS IN THE ADDRESSING PROCEDURE**

**-YOUR ADDRESS IS BASED ON THE INFORMATION YOU PROVIDED TO OUR DEPARTMENT. WE CANNOT ISSUE A PROPER ADDRESS IF THERE IS MISSING OR INCORRECT INFORMATION**

**-AN INCORRECT ADDRESS CAN CAUSE DELAYS IN EMERGENCY SERVICE**

**-THE LEVY COUNTY 9-1-1 DATABASE MANAGEMENT OFFICE RESERVES THE RIGHT TO CORRECT OR CHANGE YOUR ADDRESS WHEN NECESSARY**

**-IT IS YOUR RESPONSIBILITY TO OBTAIN A COPY OF YOUR ADDRESS AND HOUSE NUMBER POSTING REQUIREMENTS WHEN YOUR PERMIT IS ISSUED**

**THE INFORMATION I HAVE PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND ALL INFORMATION DISCLOSED IN THIS APPLICATION.**

\_\_\_\_\_  
**PROPERTY OWNER**

LEVY COUNTY DEVELOPMENT DEPARTMENT

“NOTICE TO ALL APPLICANTS FOR BUILDING PERMENT”

**PART I:**

**WARNINGS AND DISCLAIMER OF LIABILITY DUE TO FLOODING**

The degree of flood protection required by the Flood Prevention Ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This ordinance does not imply that land outside the areas of special flood hazard or uses permitted within such areas will be free from flooding or flood damages. This article of the land development code shall not create liability on the part of the county or by any officer or employee thereof for any flood damages that result from reliance on the flood damage prevention ordinance or an administrative decision lawfully made thereof.

**PART II:**

**MANDATORY PURCHASE REQUIREMENT**

The mandatory purchase requirement applies to all forms of federal or federally related financial assistance for buildings located in a Special Flood Hazard Area (SFHA). This requirement affects loans and grants for the purchase, construction, repair, or improvement of any publicly or privately owned building in the SFHA, including machinery, equipment, fixtures, and furnishings contained in such buildings.

**PART III:**

**CONSTRUCTION PERMITTING IN SUBDIVISIONS WITH “UNIMPROVED ROADS”**

Levy County is not responsible for the repair, maintenance, stabilization or any other improvements to any roadways not with in the established maintenance system. The unplatted roads or easements will not be considered for acceptance into the maintenance system until such time as the establishment of an Municipal services Taxing Unit to cover the cost of maintenance and the improvement of the road to applicable specifications of the Levy County Subdivision Regulations.

I have read and understand the written “Notice” regarding unimproved roads and road maintenance.

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Parcel ID or 911 Address

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_

**Levy County Development Department**  
**NOTICE TO ALL APPLICANTS FOR BUILDING PERMITS**

**WARNINGS AND DISCLAIMER OF LIABILITY DUE TO FLOODING**

The Degree of flood protection required by the Flood Prevention Ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This ordinance does not imply that land outside the areas of special flood hazard or uses permitted within such areas will be free from flooding or flood damages. This article of the land development code shall not create liability on the part of the county or by any officer or employee thereof for any flood damages that result from reliance on the flood damage prevention ordinance or an administrative decision lawfully made thereof.

**MANDATORY PURCHASE REQUIREMENT**

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**CONSTRUCTION PERMITTING IN SUBDIVISIONS WITH UNIMPROVED ROADS**

Levy County is not responsible for the repair, maintenance, stabilization or any other improvements to any roadways not within the established maintenance system, and the unplatted roads or easements will not be considered for acceptance into the maintenance system until such time as the establishment of an Municipal Services Taxing Unit to cover the cost of maintenance and the improvement of the road to applicable specifications of the Levy County Subdivision Regulations.

**LOT, YARD AND HEIGHT REGULATIONS**

It is the responsibility of the Landowner to establish the true boundaries of the property, to enable the Development Department to confirm compliance with the setback requirements. On smaller parcels, of 3 acres or less this is mandatory and required by first inspection. This may be accomplished by the use of string or wire between 3 (three) corners of the property, or by the staking out of the building foundation by a licensed surveyor. Regardless of the size of the parcel, when there remains questions as to the compliance of setback, the Building Official or Building Inspector may require a Licensed Professional Surveyor to locate the foundation on a survey map and provide it to the office of the Building Official. The survey to be at the Landowner's expense.

The Building Department **STRONGLY RECOMMENDS** that all applicants for building permits have the property surveyed and provide a to scale site plan prepared by a Licensed Professional.

I \_\_\_\_\_, have read and understand the above notice.  
Property owner print

\_\_\_\_\_  
Property owner sign

\_\_\_\_\_  
Date

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

911 Address \_\_\_\_\_



**LEVY COUNTY DEVELOPMENT DEPARTMENT**

P.O. BOX 672, BRONSON FL. 32621

352-486-5198

**“NOTICE TO PROPERTY OWNERS”**

**LEVY COUNTY LAND DEVELOPMENT REGULATIONS**

**DIVISION 4. DISTRICT REGULATIONS**

**LOT, YARD AND HEIGHT REGULATIONS**

It is the responsibility of the landowner to establish the true boundaries of the property, to enable the development department to confirm compliance with the setback requirements.

On smaller parcels of 3 acres or less, this is Mandatory and required by **FIRST INSPECTION**.

On parcels of 3 acres or more, when there are questions to the compliance of setbacks are found, the building official or building inspector may require a licensed professional surveyor to locate the foundation.

This may be accomplished by staking out the building foundation by a licensed surveyor. The survey to be at the landowner's expense.

I \_\_\_\_\_, have read and understand the above notice.

Property owner Print

\_\_\_\_\_  
Property owner sign

\_\_\_\_\_  
Date

# LEVY COUNTY DEVELOPMENT DEPARTMENT

## OWNER/BUILDER AFFIDAVIT FOR CONSTRUCTION, ROOFING AND PLUMBING

### DISCLOSURE STATEMENT CONSISTENT WITH FS 489.103(7)

I understand that state law requires construction to be done by a licensed contractor and I have applied for an owner/builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed below, may act as my own contractor with certain restrictions even though I do not have a license.

I understand that building permits are not required to be signed by the property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.

I understand that, as an owner/builder, I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on the permit and contracts.

I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building at a cost not to exceed \$75,000.00. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within one(1) year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the license exemption.

I understand that, as the owner/builder, I must provide direct, onsite supervision of the construction.

I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the license required by law and by county or municipal ordinance.

I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner/builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner/builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner/builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

I understand that I may not delegate the responsibility for supervising work to licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide worker's compensation for the employee. I understand that my failure to follow these laws my subject me to serious financial risk.

I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner/builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

I understand that I may obtain more information regarding my obligations as an employer for the Internal Revenue service, the United States Small Business Administration, the Florida Department of Financial Service, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction industry Licensing Board at **1-850-487-1395** or [www.myflorida.com/dbpr/pre/cilb/](http://www.myflorida.com/dbpr/pre/cilb/) for more information about licensed contractors.

I am aware of, and consent to, an owner/builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address: \_\_\_\_\_

I agree to notify the **Levy County Development Department** immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a compliant. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner/builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractors' general liability and worker's compensation insurance coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and submitted to the local permitting agency responsible for issuing the building permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

I hereby acknowledge that I have read and understand the above Disclosure Statement on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Owner/Builder's Printed Name

\_\_\_\_\_  
Owner/Builder's Signature

\_\_\_\_\_  
Notary Public's Signature

--NOTARY SEAL--

\_\_\_\_\_  
Notary Public's Printed Name



**LEVY COUNTY DEVELOPMENT DEPARTMENT**

**OWNER/BUILDER AFFIDAVIT**

**EXEMPTION FOR ELECTRICAL LICENSING**

**DISCLOSURE STATEMENT FS 489.503 (6) PART II,  
F.S.**

State law requires electrical contracting to be done by licensed electrical contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own electrical contractor even though you do not have a license. You may install electrical wiring for a farm out building or a single-family or duplex residence. You may install electrical wiring in a commercial building where the aggregate construction cost of which is under \$25,000. The home or building must be for your own use and occupancy. It may not be built for sale or lease. If you sell or lease more than one building you have wired yourself within 1 year after the construction is complete, the law will presume that you built it for sale or lease, which is a violation of this exemption. You may not hire an un-licensed person as your electrical contractor. Your construction shall be done according to building codes and zoning regulations. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances.

I acknowledge that as an owner/builder, I \_\_\_\_\_ am  
Printed Name, First Name First

responsible to actually physically do the work for which I have requested the electrical permit. I understand that if I am not physically doing the work or physically supervising free labor from friends or relatives, that I must hire a licensed contractor (i.e. Certified or Registered Electrical Contractor). I further understand that the violation of not physically doing the work, not being present and supervising the electrical work, or the use of un-licensed contractors at the construction site, will cause the project to be shut down by the inspection staff of the Levy County Building Department and the revocation of the electrical permit.

I hereby assume full responsibility as the owner/builder contractor, and will personally perform or supervise all work covered by the electrical permit requested under the license exemption.

Property Owner's Address: \_\_\_\_\_

Permit Address: \_\_\_\_\_

Telephone # (\_\_\_\_\_) \_\_\_\_\_ Personally known \_\_\_\_\_ or ID \_\_\_\_\_

I hereby acknowledge that I have read and understand the above Disclosure Statement on this  
\_\_\_\_\_ Day, of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Owner/Builder Signature

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Printed

My Commission Expires: \_\_\_\_\_

# NOTICE OF COMMENCEMENT

This instrument Prepared By:

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

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

Permit No: \_\_\_\_\_

Tax Folio No: \_\_\_\_\_

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

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

THE UNDERSIGNED HEREBY gives notice that improvement(s) 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.

1. DESCRIPTION OF PROPERTY: Street Address: \_\_\_\_\_  
Legal Description: \_\_\_\_\_

2. GENERAL DESCRIPTION OF IMPROVEMENT(S): \_\_\_\_\_

3. OWNER INFORMATION: a.) Name: \_\_\_\_\_ b.) Interest in Property: \_\_\_\_\_

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

c.) Fee Simple Titleholder (if other than owner) Name: \_\_\_\_\_ Address: \_\_\_\_\_

4. CONTRACTOR: Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

5. SURETY: Name: \_\_\_\_\_ Address: \_\_\_\_\_

Amount of bond \$: \_\_\_\_\_ Phone: \_\_\_\_\_

6. LENDER: Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

7. Persons 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:

a.) Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

8. In addition to himself, Owner designates the following person(s) to receive a copy of Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.

a.) Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

9. Expiration date of notice of commencement (the expiration date is one (1) year from the date of recording unless a different date is specified.) \_\_\_\_\_

**WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART 1, 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 OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

**Verification Pursuant to Section 92.525, Florida Statutes**

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

X \_\_\_\_\_

Signature of Owner or Owner's Authorized Officer/Director  
Partner/Manager

Signatory's Title/Office \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (year)

by \_\_\_\_\_ as \_\_\_\_\_ (type of authority, (e.g. officer, trustee, attorney in

fact) for \_\_\_\_\_ (name of party on behalf of whom instrument was executed) .

\_\_\_\_\_  
Signature of Notary Public, State of Florida

Print, Type, or Stamp Commissioned Name of Notary Public

Commission Number: \_\_\_\_\_

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

**NEW MANUFACTURED HOUSING CHECKLIST  
NO BLACK INK ON FORMS OR SIGNATURES**

1 Form 500

**MUST HAVE DATA SHEET IN HOME & IN APPLICATION PACKET**

2 Must supply latest set-up manual to our office.

3 Fill out manufactured Home set-up certification sheet completely!

All original signatures. No copies, No faxes

a Check by manual

b Input All page numbers

c Main rail pad sizes and spacing

d Perimeter Blocking yes or no. Pad size and spacing

e Centerline blocking locations, pad size & within 2' of ends

f Special pier blocking doors, windows (over 4' wide) & fireplace

4a **ALL** Contractors name legible

b **ALL** Contractors signature legible

5 Torque test /Penetrometer test locations

6 Torque test affidavit

Penetrometer test affidavit

7 Installers affidavit

8 Factory weights for centerline

9 Blocking diagram w/ longitudinals

show pad size & spacing for

Main rail, centerline, longitudinal devices & perimeter

10 Longitudinal device and paperwork

11 Step detail

12 Copy of Installers Label

**USED MANUFACTURED HOUSING CHECKLIST  
NO BLACK INK ON FORMS OR SIGNATURES**

- 1 Pre-inspection and move-on permit  
To be done prior to moving home onto property  
**MUST HAVE DATA SHEET IN HOME & IN APPLICATION PACKET**
  
- 2 Fill out manufactured home set-up certification sheet completely!  
All original-No copies, No faxes
  - a) Check 15-c
  - b) Input all page numbers
  - c) Main-rail pad size and spacing
  - d) Perimeter blocking yes or no. Pad size and spacing
  - e) Locate centerline blocking and pad sizes & no more than 8' o.c
  - f) Special pier blocking. Doors, windows and fireplace over 4' wide
  
- 2a **ALL** Contractors name (legible)  
**ALL** Contractors signature (legible)
  
- 3 Penetrometer/Torque test locations
  
- 4 Torque test affidavit  
Penetrometer test affidavit
  
- 5 Installers affidavit
  
- 6 Floor plan
  
- 7 Blocking diagram w/ longitudinals  
Show pad size & spacing for  
Main rail, centerline, longitudinal devices & perimeter
  
- 8 Longitudinal device and paperwork
  
- 9 Step details
  
- 10 Copy of installers Label

LEVY COUNTY BUILDING DEPARTMENT  
MOBILE/MANUFACTURED HOME SET-UP CERTIFICATION

MOBILE HOME \_\_\_\_\_ MODULAR HOME \_\_\_\_\_

Property Owner: \_\_\_\_\_  
Property Owner Address: \_\_\_\_\_  
Applicant: \_\_\_\_\_  
Name of Licensed Installer: \_\_\_\_\_  
Installer's License #: \_\_\_\_\_  
Installer's Decal #: \_\_\_\_\_

Manufacturer's Name: \_\_\_\_\_  
Number of Sections: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_ Year: \_\_\_\_\_ Serial #: \_\_\_\_\_  
Installation Standard Used: (Check One) Manufacturer's Manual: \_\_\_\_\_ 15-C: \_\_\_\_\_

**SITE PREPARATION:**

Debris and Organic Material Removed \_\_\_\_\_ Compacted Fill \_\_\_\_\_ Page # \_\_\_\_\_  
Water Drainage: Natural \_\_\_\_\_ Swale \_\_\_\_\_ Pad \_\_\_\_\_ Other \_\_\_\_\_ Page # \_\_\_\_\_

**FOUNDATION:**

Load bearing soil capacity: \_\_\_\_\_ (or) Assumed 1,000 PSF \_\_\_\_\_ Page # \_\_\_\_\_  
Footing type: Poured in place \_\_\_\_\_ Portable \_\_\_\_\_ Size and Thickness \_\_\_\_\_ Page# \_\_\_\_\_  
I-Beam or Mainrail piers: Single Tiered \_\_\_\_\_ Double Interlocked \_\_\_\_\_ Page# \_\_\_\_\_  
Size of Piers \_\_\_\_\_ Placement O/C \_\_\_\_\_ Page# \_\_\_\_\_  
Perimeter Pier Blocking: Yes \_\_\_\_\_ No \_\_\_\_\_ Page# \_\_\_\_\_  
Ridge Beam Support Footer: Size \_\_\_\_\_ Number \_\_\_\_\_ Page# \_\_\_\_\_  
Number of Center Line Blocking \_\_\_\_\_ Base Size \_\_\_\_\_ Location(s) \_\_\_\_\_ Page# \_\_\_\_\_  
Special Pier Blocking: Required (Fireplace, Bay Window, Etc.) Yes \_\_\_\_\_ No \_\_\_\_\_ Page# \_\_\_\_\_  
Mating of Multiple Units: Mating Gasket \_\_\_\_\_ Type Used \_\_\_\_\_ Page# \_\_\_\_\_  
Fasteners: **ROOFS** Types and Size \_\_\_\_\_ Spacing \_\_\_\_\_ O/C \_\_\_\_\_ Page# \_\_\_\_\_  
**ENDWALLS** Type and Size \_\_\_\_\_ Spacing \_\_\_\_\_ O/C \_\_\_\_\_ Page# \_\_\_\_\_  
**FLOORS** Type and Size \_\_\_\_\_ Spacing \_\_\_\_\_ O/C \_\_\_\_\_ Page# \_\_\_\_\_

**ANCHORS:**

Number of Frame Ties: \_\_\_\_\_ Spacing \_\_\_\_\_ O/C \_\_\_\_\_ Angle of Strap \_\_\_\_\_ Degrees \_\_\_\_\_ Page# \_\_\_\_\_  
Number of Centerline Anchors \_\_\_\_\_ Number of Stabilizer Devices \_\_\_\_\_ Page# \_\_\_\_\_  
Vents Required for Underpinning (1SF/150 SF of Floor Area) Number \_\_\_\_\_ Page# \_\_\_\_\_

**SUBCONTRACTOR'S VERIFICATION MOBILE/MANUFACTURED HOME SET-UP CERTIFICATION**

Levy County issues combination permits where one permit covers all trades doing work at one site. It is necessary that we have documentation of the subcontractors who will actually be doing the trade specific work on the mobile home setup.

(NOTICE: BY SIGNING BELOW CONTRACTOR ACKNOWLEDGES RESPONSIBILITY FOR THEIR WORK)

\*Installer: \_\_\_\_\_ License# \_\_\_\_\_  
SIGNATURE

\*Plumber: \_\_\_\_\_ License Number: \_\_\_\_\_  
SIGNATURE

Print Plumber's Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*Electrician: \_\_\_\_\_ License Number: \_\_\_\_\_  
SIGNATURE

Print Electrician's Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*HVAC: \_\_\_\_\_ License Number \_\_\_\_\_  
SIGNATURE

Print HVAC's Name: \_\_\_\_\_ Date: \_\_\_\_\_



## MOBILE HOME INSTALLERS AFFIDAVIT

Florida Statue Section 320.8249 Requires Mobile Home Installers to be Licensed:

Any person who engages in mobile home installation shall obtain a mobile home installers license from the Bureau of Mobile Home and Recreational Vehicle construction of the Department of Highway Safety and Motor Vehicles Pursuant to this section.

I, \_\_\_\_\_, License No., \_\_\_\_\_  
Please Type or Print

do hereby state that the installation of the manufactured home at:

\_\_\_\_\_  
911 Address of the Job site

Will be done under my supervision.

\_\_\_\_\_  
Signature

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary public: \_\_\_\_\_, My commission Expires: \_\_\_\_\_  
Signature Date

Personally Known: \_\_\_\_\_

Produce Valid Identification: \_\_\_\_\_

Stamp or seal: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

### TORQUE TEST AFFIDAVIT

I, \_\_\_\_\_, Have personally performed the Torque Test at the following property location:

\_\_\_\_\_  
911 or legal description

\_\_\_\_\_  
Property Owner

I have made the following determination as follows:

Torque Value: \_\_\_\_\_ Inch pounds                      \_\_\_\_\_ FT. Anchors

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

### PENETROMETER TEST AFFIDAVIT

I, \_\_\_\_\_, Have personally performed the penetrometer test at the following property location:

\_\_\_\_\_  
911 or legal description

\_\_\_\_\_  
Property Owner

I have made the following determination:

Soil load bearing capacity: \_\_\_\_\_, Or assumed 1000 PSF. \_\_\_\_\_

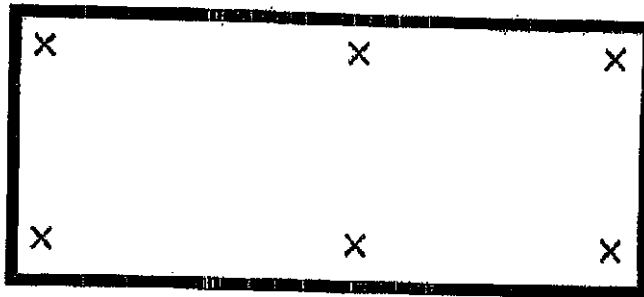
\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

# Penetrometer/Torque Test

X \_\_\_\_\_ Lbs.  
\_\_\_\_\_ inch pounds    X \_\_\_\_\_ Lbs.  
\_\_\_\_\_ inch pounds    X \_\_\_\_\_ Lbs.  
\_\_\_\_\_ inch pounds



X \_\_\_\_\_ Lbs.  
\_\_\_\_\_ inch pounds    X \_\_\_\_\_ Lbs.  
\_\_\_\_\_ inch pounds    X \_\_\_\_\_ Lbs.  
\_\_\_\_\_ inch pounds

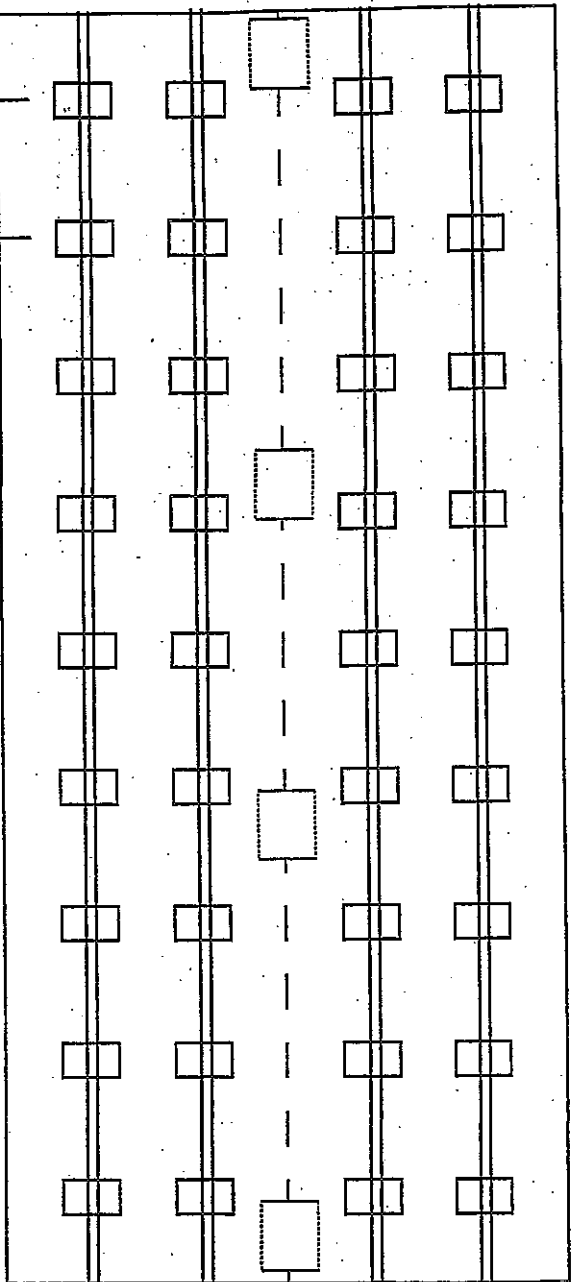
Test the perimeter of the home at six (6) locations

Take the reading at the depth of the footer

Using 500lb. Increment, take the lowest reading and round down to that increment

# BLOCKING PLAN

Manufacturer \_\_\_\_\_  
 Length x Width \_\_\_\_\_



spaces at  
 Typical oc

Soil Bearing Capacity \_\_\_\_\_  
 Probe test / anchor length \_\_\_\_\_ / \_\_\_\_\_  
 I-beam Pier Pad size \_\_\_\_\_

Marriage Wall Pier Pad Sizes

1	_____	5	_____
2	_____	6	_____
3	_____	7	_____
4	_____	8	_____

Perimeter Pier Pad Sizes \_\_\_\_\_



## **LEVY COUNTY BUILDING AND ZONING**

P.O. Box 672

BRONSON, FL. 32621

(352) 486-5198, 486-5200, 486-5202

FAX (352) 486-5246

### **REQUIREMENTS FOR PRE-INSPECTION OF USED MOBILE HOMES AND BUILDING MOBE-ONS (RESIDENTIAL AND COMMERCIAL)**

Each category is required to be inspected and noted as in compliance or not in compliance by a Levy County Development Dept. County Inspector if in the Levy County area or within a 50-mile radius of the Levy County Development Dept. If the inspection is to take place out of the Levy County area or 50 mile radius; a State Licensed Mobile Home Dealer, State Certified Contractor, or State Registered Contractor meeting the requirements of the Levy County Construction Industry Licensing Board; or a State Licensed Inspector. All contractors or inspectors may only certify those categories in which they hold a valid licenses or certifications.

No move-on permits for used mobile homes or buildings will be issued until all categories have been inspected and signed by said contractors or inspectors.

The Levy County Building Department will make the pre-inspection for mobile home move-on or building move on requests, on any approved site, in Levy County if and when the applicant has agreed in writing to the conditions set forth in the affidavit accompanying a code compliance permit and purchases said code compliance permit for a fee to cover the costs of said pre-inspection.

If a pre-inspection reveals deficiencies, but is deemed to be repairable, a remodel and repair permit may be required. This determination will be addressed in the summary at the end of the check list. If it is determined that a remodel and repair permit is required, the applicant is subject to all necessary inspections to assure code compliance and required to obtain said permit prior to beginning the work. Remodeling and Repair permits are valid for no more than ninety (90) days. No permit will be issued without first (or simultaneously) purchasing the move-on permit.

Cover sheet for pre-inspections  
Revised Jan. 2017

**"PRE-INSPECTION REPORT OF USED MOBILE HOMES OR BUILDING  
MOVE-ONS"**

*(All requests for permits to place or relocate used mobile homes and building move-ons in Levy County must be accompanied by this completed pre-inspection form)*

**Mobile Inspection Standards/Requirements**

Owner/Purchaser: \_\_\_\_\_  
*Print or Type*

Owner/Purchaser Signature: \_\_\_\_\_

Owner/Purchaser Address: \_\_\_\_\_

Owner/Purchaser Phone#: \_\_\_\_\_

Year and Manufacturer: \_\_\_\_\_ Mobile Home I.D. \_\_\_\_\_

Type of Roof: \_\_\_\_\_ Type of Siding: \_\_\_\_\_

\_\_\_\_\_ Width \_\_\_\_\_ Length  Single  Double  Triple

WIND ZONE 2 \_\_\_\_\_ WIND ZONE 3 \_\_\_\_\_

**"PRE-INSPECTION REPORT OF USED MOBILE HOMES OR BUILDING  
MOVE-ONS" CONTINUED**

*Inspection Standards by Category*

*C = complies      N = not in compliance*

**FIRE SAFETY/ELECTRICAL**

*Status  
(C or N)*

- \_\_\_\_\_ 1. Smoke Detector ( ) missing ( ) location
- \_\_\_\_\_ 2. Electrical System Checked ( ) continuity ( ) exposed wiring
- \_\_\_\_\_ 3. Distribution Panel ( ) missing ( ) loose ( ) main missing  
( ) breakers missing ( ) unplugged opening  
( ) loose connections not assembled ( ) raceway missing
- \_\_\_\_\_ 4. Electrical Fixtures ( ) missing ( ) installed improperly ( ) im-  
properly wired ( ) loose wire  
( ) GFCI receptacles not where required
- \_\_\_\_\_ 5. Electrical Ground ( ) chassis ( ) exterior metal ( ) main panel  
( ) furnace ( ) range ( ) gas pipe

<i>Date Inspected:</i> /    /    /	<i>Inspector's Signature:</i>
<i>Inspection Company:</i>	
<i>License No.:</i>	<i>Phone No.:</i>
<i>Address:</i>	

**PRE-INSPECTION REPORT OF USED MOBILE HOMES AND BUILDING  
MOVE-INS" CONTINUED**

**CONSTRUCTION**

Status  
(Cor N)

- \_\_\_\_\_ 1. Exit doors operable ( ) front ( ) back ( ) other
- \_\_\_\_\_ 2. Exit door locks ( ) missing ( ) inoperable
- \_\_\_\_\_ 3. Egress windows ( ) missing ( ) inoperable
- \_\_\_\_\_ 4. Windows ( ) broken glass ( ) inoperable
- \_\_\_\_\_ 5. Screens ( ) missing ( ) damaged
- \_\_\_\_\_ 6. Floor system ( ) floor joist ( ) rim joist ( ) decking  
damaged location: \_\_\_\_\_
- \_\_\_\_\_ 7. Interior paneling ( ) missing ( ) loose ( ) deteriorated
- \_\_\_\_\_ 8. Rodent proofing ( ) piping ( ) duct ( ) insulation missing  
( ) bottom board ( ) threshold ( ) other \_\_\_\_\_
- \_\_\_\_\_ 9. Leaks apparent ( ) roof edge ( ) middle ( ) window ( ) holes  
( ) exterior metal ( ) doors ( ) ceiling ( ) floors
- \_\_\_\_\_ 10. Tie downs over roof ( ) missing ( ) too short ( ) hit required
- \_\_\_\_\_ 11. Structural modifications since manufactured ( ) yes ( ) no
- \_\_\_\_\_ 12. Walls ( ) loose siding ( ) structurally unsound ( ) not weather  
tight

Date Inspected: / /	Inspector's Signature:
Inspection Company:	
License No.:	Phone No.:
Address:	



**"PRE-INSPECTION REPORT FOR USED MOBILE HOMES AND BUILDING  
MOVE-ONS" CONTINUED**

**PLUMBING**

- \_\_\_\_\_ 1. Trap ( ) missing ( ) not connected ( ) s-traps ( ) double trapped ( ) other
- \_\_\_\_\_ 2. Plumbing fixtures ( ) missing ( ) not installed ( ) not vented ( ) unsecured
- \_\_\_\_\_ 3. Relief valve ( ) missing ( ) inoperable ( ) undervsize drain pipe ( ) drain term below bottom ( ) drain pipe missing ( ) trapped
- \_\_\_\_\_ 4. Drain, Waste and Vent piping ( ) missing ( ) not capped ( ) not supported properly ( ) clean outs ( ) use of fittings
- \_\_\_\_\_ 5. Water piping ( ) damaged ( ) missing ( )

Date Inspected:	/	/	/	Inspector's Signature:
Inspection Company:				
License No.:		Phone No.:		
Address:				

**HEATING & A/C**

Status  
(C or N)

- \_\_\_\_\_ 1. Heating appliances ( ) missing ( ) not anchored ( ) not connected ( ) damper missing ( ) combustible air supply for gas appliances
- \_\_\_\_\_ 2. Deleted heating /A/C system ( ) not installed ( ) duct not installed
- \_\_\_\_\_ 3. Thermostat ( ) missing ( ) inoperable

**"PRE-INSPECTION REPORT FOR USED MOBILE HOMES AND BUILDING  
MOVE-ONS" CONTINUED**

**HEATING & A/C CONTINUED**

Status  
(C or N)

- \_\_\_\_\_ 4. Air registers ( ) missing ( ) inoperable
- \_\_\_\_\_ 5. Ducts ( ) not sealed ( ) missing ( ) collapsed  
( ) unprotected
- \_\_\_\_\_ 6. Gas furnace/water heater vent ( ) missing ( ) loose ( ) cracked
- \_\_\_\_\_ 7. Return air ( ) to furnace ( ) to A/C ( ) from rooms
- \_\_\_\_\_ 8. Ranges ( ) vents ( ) hoods
- \_\_\_\_\_ 9. Gas valve ( ) installed improperly
- \_\_\_\_\_ 10. Gas lines ( ) not capped ( ) not supported  
( ) kinked or missing ( ) unbraced

Date Inspected:    /    /    /	Inspector's Signature:
Inspection Company:	
License No.:	Phone No.:
Address:	

**FOR OFFICE USE ONLY**	
1. Is subject structure found to be fifty percent (50%) or more damaged or deteriorated?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1. Will a remodeling permit be required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**\*\*\* NOTICE \*\*\***

Please note that the above pre-inspection report may reflect some corrections that will need to be completed prior to having a final inspection on the mobile home.