



## **LEVY COUNTY DEVELOPMENT DEPARTMENT**

### **PERMIT REQUIREMENT CHECK LIST**

#### **NEW MOBILE HOMES**

THE FOLLOWING **MUST** BE PROVIDED AT THE TIME OF APPLICATION FOR THE MOVE-ON PERMIT BY EITHER THE PROPERTY OWNER, OWNER'S AGENT, OR LICENSED INSTALLER TO ENABLE THE BUILDING PERMIT APPLICATION TO BE ACCEPTED BY THE PERMIT CLERK.

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

**NOTE: The State of Florida requires that a state licensed mobile home installer must install your mobile/manufactured home. When applying for move on permit, the applicant must provide a job specific, notarized letter of authorization to pull permits for the installer that is performing the actual physical work.**

3. **Owner's Affidavit:** (Regarding Notice of Commencement)

A notice of commencements is required for any improvement to real property having a market value of 2,500 dollars or more. By providing this document, you are duly notified that you are required by law to provide this office a copy of your certified notice of commencement before the first inspection can be performed on your project. You may wish to provide the Notice of Commencement at the time of permit application.

**NOTICE:** Consult your finance company or loaning institution prior to filing a notice of commencement if the project is being funded.

4. **3 copies of site plan.**

Please see attached check list (page 6) for the minimum required details to be shown on your site plan to enable it to be acceptable to the Zoning Officer.

5. **Zoning Approval within Municipalities (Inglis and Yankeetown)**

For property located within the boundary of a municipality, applicable evidence of municipal approval must be provided before the Levy County Development Department can process the permit application.

6. **Mobile Home/Manufacturer Set-Up 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.

7. **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.: elec., plumbing, or a/c...) they are required to sign this document, stating they have read, understand and are accepting the same responsibilities contractors bear

for that portion of the work the owner builder permit covers. Owners Builders are required to be on-site, personally performing the work, or providing supervision at all times the portion of work covered under their building permit is performed.

8. Septic tank permit

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 at time of application for your septic permit. There is a likelihood that your move-on permit will be ready to issue prior to the issuance of your septic permit. However, the move-on permit will not be issued until a copy of septic permit is provided to the building department.

9. Verification of Existing Septic Tank from Department of Health:

This is a necessary requirement anytime you replace a mobile home or add habitable space (living area) to a dwelling or commercial structure, even if no plumbing is involved in your addition. You will be required to provide the building department verification of the review by the Department of Health before your move-on permit will be issued. You must provide documentation of final approval of any modifications to the existing system required by the Department of Health prior to final inspection of the replacement mobile home.

10. Notice to Owner.

This notice states that it is the sole responsibility of the applicant to assure that the information provided on the site plan, such as but not limited to: the dimensions of the property, distances of all structures to all property lines, and distances between structures are true and accurate.

The notice states that it is the applicant, contractor or property owner's responsibility to assure that all improvements will be in compliance with the approved site plan; and

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

11. **DRIVEWAY CONNECTION PERMITS AND APPROVALS**

Driveway permit applications for the connection to the county roadway system are issued in the building department. You may purchase a driveway permit at the time application is made for the move-on permit, or the day you purchase the move-on permit. The county road department will mail the applicant a connection permit with a description and drawing of required improvements. The building department has the responsibility of inspecting the driveway. Therefore, all driveway improvements required by the county road department's permit must be in place at the time of final inspection of the dwelling unit.

Driveway permits for the connection to the state roadway system are purchased from the Florida Department of Transportation maintenance yard located near Chiefland on Alt. 27. No final inspection shall be made on your dwelling unit until this office receives written approval from the State Road Department, so be sure to contact them for their inspection and approval prior to scheduling a final inspection with the Levy County Building Department.

12. **Replacement Affidavit**

Replacement Affidavits are only necessary when a site built, new mobile home or used mobile home is replacing an existing dwelling. The affidavit is a promissary document in which the affiant (property owner) is notified of the limitation of dwelling units, and the property owner affirms that the current structure will be removed within 30 days of the approval of the final inspection of the replacement dwelling unit.

13. **Disclaimer of Liability Due to Flooding and Mandatory Flood Insurance Purchase:**

This document indicates that although Levy County has a flood prevention ordinance, there are no assurances implied that compliance with the ordinance is a guarantee that you will never flood and;

**That flood insurance is mandatory for all federal or federally financially assisted buildings that are located within a Special Flood Hazard Area. (SFHA)**

**14. Unimproved Roads:**

**This document provides written notice that Levy County is not responsible for maintaining roads not currently in the maintenance system.**

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

**15. Environmental Resource Permit Required**

**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. The District may be contacted at 1-800-226-1066.**

**16. Elevation Certificate Required**

**An elevation certificate must be provided to the office prior to scheduling the final inspection of the dwelling unit; or within 21 days of the establishment of the finish floor elevation. All attendant utilities such as air conditioning units (including duct work) must be elevated to or above the base flood elevation.**

**MOBILE HOME MOVE-ON PERMIT FEES**

**(MOBILE/MANUFACTURED HOME PERMIT INCLUDES ELECTRIC, PLUMBING, AND AIR CONDITIONING PERMITS)**

<b>SINGLE WIDE MOBILE/MANUFACTURED HOME .....</b>	<b>\$ 175.00</b>
<b>DOUBLE WIDE MOBILE/MANUFACTURED HOME.....</b>	<b>\$ 250.00</b>
<b>TRIPLE WIDE MOBILE/MANUFACTURED HOME .....</b>	<b>\$ 325.00</b>
<b>QUADRUPLE WIDE MOBILE/MANUFACTURED HOME .....</b>	<b>\$ 350.00</b>

**OTHER APPLICABLE FEES**

<b>ZONING COMPLIANCE REVIEW .....</b>	<b>\$ 25.00</b>
<b>DRIVEWAY CONNECTION PERMIT .....</b>	<b>\$ 50.00</b>
<b>INTERIM ASSESSMENT FEE .....</b>	<b><u>VARIABLE</u></b>
<b>IMPACT FEE .....</b>	<b><u>VARIABLE</u></b>

## Levy County Site Plan Checklist for Zoning Approval

**The following items must be on the site plan application or attached prior to receiving zoning approval:**

- |     |  |     |                          |    |                          |
|-----|--|-----|--------------------------|----|--------------------------|
| 1.  | Show <b><u>shape</u></b> and <b><u>dimensions</u></b> of property to scale.  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2.  | If in a subdivision, and are using more than one lot, <b><u>all lots must be indicated with a dashed line</u></b>  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3.  | Driveway must be shown on site   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4.  | <b><u>Identify</u></b> all <b><u>existing</u></b> and <b><u>proposed</u></b> structures (i.e. m/h, house, barn, carport etc.)                                    | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5.  | Show <b><u>all dimensions</u></b> of buildings ( <b><u>existing and proposed</u></b> ) and <b><u>all distances</u></b> from the buildings to all property lines. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6.  | <b><u>Show and Label</u></b> all streets and easements abutting property.  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 7.  | Indicate, with a dashed line, any water or depressions ( <b><u>if applicable</u></b> )   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 8.  | Indicate <b><u>North</u></b> direction with arrow at top of the page.  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 9.  | Top portion of site plan must be completed. (i.e. property owner, parcel no., legal description and 911 address if previously assigned)                          | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 10. | Flood zone data must be completed. (Performed in office by Permit Technician)  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 11. | Site plan must have signature of property owner.   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |