



# CITY OF PANAMA CITY BEACH

Building and Planning Department

## PLAN REVIEW SUBMITTAL CHECKLIST FOR MANUFACTURED HOMES

Date: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

**JOB ADDRESS:** \_\_\_\_\_

Zip Code: \_\_\_\_\_

Completed Plan Review Submittal Checklist

Completed Application *\*must be notarized*

Site Plan of Property (2 copies) showing the following:

- Placement of Manufactured 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)

Block and Tie Down Plan (2 copies)

Flood Zone designation for the property

X

AE (If property is located in a flood zone, an engineered foundation and elevation certificate will be required)

Septic Tank permit or Sewer Approval (Required for New Manufactured Homes)

or letter from the Health Department (if applicable)

Water / Sewer impact fees receipt (if applicable)

Driveway permit - Can be obtained through the Engineering Division 850-233-5054 x 2400

Copy of recorded Deed or Authorization letter from property owner

Recorded Notice of Commencement *\*must be notarized*

DCA Approval Number \_\_\_\_\_

NOTE: Effective 10/1/96 F.S. 320.8249 requires permits for all manufactured home installations to be obtained by licensed contractors, dealers or their agent. All new manufactured homes will have to be installed by the dealer or the installer/set-up contractor.

- Reviewed site plan must be posted on job site for inspection.
- All Manufactured Homes must meet Zone II Exposure D requirements.
- 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_



# CITY OF PANAMA CITY BEACH

## Building and Planning Department MANUFACTURED HOME SET UP PERMIT APPLICATION Code

*in effect 6<sup>th</sup> Edition Florida Building Code (2017)*

Date: \_\_\_\_\_

Master Permit #: \_\_\_\_\_

JOB ADDRESS: \_\_\_\_\_

Zip Code: \_\_\_\_\_

### Installer Information

Licensed Installer Name: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

### Owner/ Tenant Information

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

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

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Home Information

Parcel Number: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Block Number: \_\_\_\_\_

Size: \_\_\_\_\_ Color: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Is this replacing a previous mobile/manufactured home?  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.

X \_\_\_\_\_  
Signature of Applicant by (Print Name) \_\_\_\_\_

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_  
Sworn to (or affirmed) and subscribed before me Notary Name/Seal \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_, Personally known  or I.D. \_\_\_\_\_



# CITY OF PANAMA CITY BEACH

## Building and Planning Department

# BLOCKING PLAN

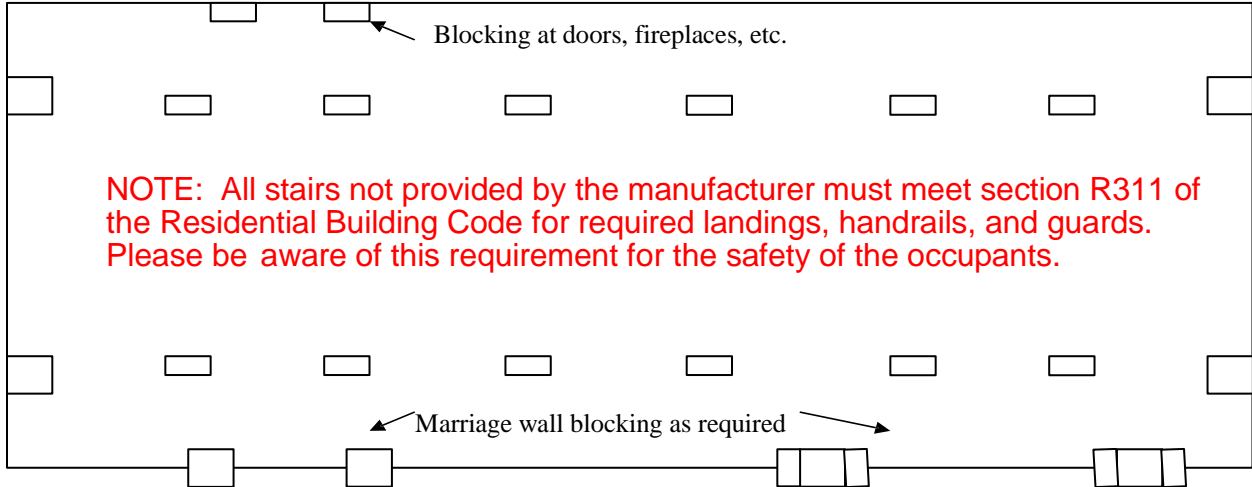
Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

**JOB ADDRESS:** \_\_\_\_\_

Zip Code: \_\_\_\_\_

**Single wide or one unit of double or triple wide**



Complete All:	Check One:	Check One Below:
Year and Make _____	<input type="checkbox"/> Single-Wide <input type="checkbox"/> Double-Wide <input type="checkbox"/> Additional Units	Torque test for anchors: 276 in/lbs or more <input type="checkbox"/> (4ft anchors) 275 in/lbs or less <input type="checkbox"/> (5ft anchors)
Size of Home _____		
Tested Soil psf _____		
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 4000 lb working load anchors (5 ft).

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

X \_\_\_\_\_  
*Signature of Applicant*

by (Print Name) \_\_\_\_\_

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

Sworn to (or affirmed) and subscribed before me

Notary Name/Seal \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ ,

Personally known  or I.D. \_\_\_\_\_



# CITY OF PANAMA CITY BEACH

Building and Planning Department

## MANUFACTURED HOME SET UP

### OFFICE USE ONLY:

Document File Checklist		
<input type="radio"/> Complete Permit Application		<input type="radio"/> Water/Sewer Impact Fees receipt
<input type="radio"/> Address Verification <input type="checkbox"/> Verified		<input type="radio"/> Block and Tie Plan (2)
<input type="radio"/> Recorded Notice of Commencement		<input type="radio"/> Florida Energy Form (1)
<input type="radio"/> Department of Health Approval		<input type="radio"/> Energy Display Card (2)
<input type="radio"/> Driveway Permit		<input type="radio"/> Site Plans (2)
<input type="radio"/> Elevation Certificate	Applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="radio"/> Planning Division Approval

BUILDING DEPARTMENT	
Approved By: _____	Date: _____
(Building Official Signature)	

Flood Section			
<input type="radio"/> New Structure	<input type="radio"/> Renovation of existing	Lowest Floor Elevation _____	<input type="radio"/> Existing <input type="radio"/> Proposed
<input type="radio"/> Residential	<input type="radio"/> Non-Residential	Garage Floor Elevation _____	<input type="radio"/> Existing <input type="radio"/> Proposed
FIRM Zone _____	BFE _____	Panel _____	Proposed improvement value _____
Back of Sidewalk _____	Crown of Road _____	Existing Building Market value _____	
Minimum Required Elevation _____	Substantial Improvement	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Substantial Damage <input type="checkbox"/> Yes <input type="checkbox"/> No			

Planning / Building Information			
Work Classification: _____	Zoning: _____	Variance: _____	
<input type="radio"/> Residential <input type="radio"/> Multi-Family <input type="radio"/> Commercial <input type="radio"/> Industrial	Conditions: _____		
Code in Effect: _____	Occ. Load: _____	Area (sq.ft.) _____	Length (ft.) _____
Occupancy Type: _____	Construction Type: _____	Remarks: _____	



# NOTICE OF COMMENCEMENT

Permit No. \_\_\_\_\_

Parcel No. \_\_\_\_\_

State of Florida  
County of Bay

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: \_\_\_\_\_

This foregoing instrument was acknowledged, sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

State of: \_\_\_\_\_ County of: \_\_\_\_\_.

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

Notary Seal

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

Personally Known \_\_\_\_\_ or Produced ID \_\_\_\_\_ Type of ID 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.