

**OSCEOLA COUNTY BUILDING OFFICE**  
**Requirements for Residential Applications**

**REQUIREMENTS FOR MANUFACTURED HOMES**

**GENERAL REQUIREMENTS: (Application Package)**

Any person applying for a manufactured/mobile home permit must complete in its entirety and submit the following documents:

**Checklist:**

- Application for Permit with original notarized signature of license holder or owner. (Must include Park Manager=s signature if located in a mobile home park.)
- Address Notification Form from Public Safety (subdivisions: upon final site plan or final plat approval)
- Proof of Ownership (warranty deed, tax bill, or property appraiser printout)
- Notice of Commencement if value is greater than \$2500 (materials and labor)
- Utility Affidavit (provided by Building Office) specifying Utility provider(s).
- Site Plan (1) with setback distances of all existing and proposed buildings (measured from the property lines)
- Manufactured Home Skirting & House Numbering Policy (2 sets)
- Manufactured Homes Set-Up Procedure Certification (2 sets as per Osceola County Building Department)
- Torque Test Affidavit and Penetrometer Test Affidavit (2 sets)
- Floor Plans (2 sets drawn to scale, showing dimensions)
- Footing & Pier Layout (2 sets drawn to scale, showing dimensions)
- Affidavit of power disconnect (Replacement mobile homes only)
- Sub-contractor cards with postage, job site address and subcontractor=s current mailing address.

**SPECIFIC INSTRUCTIONS:** (For the application package)

- Application For Permit:** The application must be completed with all the applicable information including:
  - § Construction address (**including city, state, and zip code**), parcel number, subdivision.
  - § Applicant, property owner, contractor/installer, architect/engineer names.
  - § Addresses, zip codes, phone and fax numbers, license numbers, email addresses.
  - § Description of the proposed work including dimensions of home and size (single, double, triple).
  - § Estimated construction valuation (cost) labor and materials cost.
  - § **Application must contain the original notarized signature of the licensed mobile home installer.**

**Note:** If the information requested does not apply, please mark as AN/A@.
- Address Notification Form:**
  - § Provide an address verification for all **new** residential construction. Please have available the *property parcel identification number* in order to obtain this verification form. **No address will be issued by 911/Addressing until you have obtained final site plan or final plat approval.** An Address Notification Form is **NOT REQUIRED** for valid existing addresses (mobile home replacements)
  - § The address notification form is available at:

*Communications Office*  
*1 Courthouse Square Ste 1400*  
*Kissimmee, FL 34741*  
*Ph(407)742-5911*  
*Fax(407)742-5912*

**Proof of Ownership:**

- § It is required and must be attached to the permit application form (a copy of the warranty deed, tax payment bill or tax payment receipt is acceptable for this purpose).
- § Signature of Park Manager or owner is required if unit is to be located within a mobile home park.

**Notice of Commencement:** It is required for any construction work valued over \$2,500.

- § The Notice of Commencement must be signed by the owner, notarized, and recorded (in the Clerk of Circuit Court= Recording Department). A certified copy of the Notice of Commencement must be obtained from the Recording Department.
- § **Exception:** The Notice of Commencement must be submitted prior to permit issuance.

**Utility Affidavit:**

This affidavit provides proof of water and/or sewer connection availability, if applicable, and pre-notification of new construction for electrical power.

**Site Plans:** One (1) copies of a site plan showing plot plans or property survey including the following information:

- § Lot dimensions
- § Street or road location including street or road name
- § Setback distances of all existing and proposed buildings (measured from the property lines)
- § Show size, use, and description of all structures/buildings located on property
- § Location, length, and width of all recorded easements
- § Location of proposed driveway (or existing driveway if replacing a mobile home)

**Provide two (2) sets or copies of the following documents:** (must be original signature of mobile home installer)

- Manufactured Home Skirting and House Numbering Policy**
- Manufactured Homes Set-Up Procedure Certification** (As per Osceola County Building Department)
- Torque Test Affidavit and Penetrometer Test Affidavit**
- Floor plans:** (Drawn to scale, showing dimensions)
- Footing and Pier layout:** (Drawn to scale, showing dimensions)
- Affidavit of Power Disconnect (2) copies** (for Mobile Home replacements only)

**SPECIFIC REQUIREMENTS FROM:**

**Health Department:**

- A Health Department approval for:

- § Any site that is serviced by a well and/or septic tank. Please contact the department at:

*Osceola County Health Department  
1 Courthouse Square Ste 1400  
Ph. (407) 742-8600*

**Development Review Office:**

- § A driveway permit will be required from the Engineering Department for all residential permits. This permit will be included in your package by the cashier at the time you are issued your building permit.  
**Note:** You will be issued a driveway permit even if your driveway is existing.
- § A Flood Permit will also be issued in the event your property is located within a special flood hazard area.
- § A Lot Grading Plan may be required if the lot proposed for development needs more than 24 inches of fill.

[ If you have any questions, please contact the **Development Review Office at (407) 742-0200** ]

**ADDITIONS TO MANUFACTURED HOMES:** (additional rooms, roof overs, carports, screen enclosures, decks). Any additional structure installed adjacent to an existing unit must be self-supported and will require a separate permit. Only weather flashings attached to the main unit are allowed.

- § Aluminum Structures: Two (2) sets of signed and sealed, engineered drawings.
- § Wood, concrete and masonry: Two (2) sets of signed and sealed drawings showing floor plan, elevations and wall sections.

**Limitations:** (The following additions or alterations are not permitted)

- § Attachment of any additional structure to the manufactured unit.
- § Additional openings or increasing the size of an existing opening.
- § Attachment of any additional manufactured home to an existing manufactured unit.

**RECREATIONAL VEHICLES (RV'S) AND PARK MODELS:** Recreational vehicles and park models can only be permitted in approved recreational vehicle parks. Permit application must be signed by the park manager or park owner. A legal description or parcel identification number will be required.

Four (4) site plans are required to be submitted with the following information included:

- § Distance from roadway.
- § Separation distance from all structures on lots surrounding the site.
- § Floor plan dimensions measured at the exterior walls.
- § Dimensions of any additions or free standing structures on lot with separation distances.

**Note:** All Park Models must be tied down.

**ADDITIONS TO PARK MODELS & RV'S:**

- § Any addition to a park model or RV must be self-supported (stand alone). Attached structures are not permitted.

**SUBCONTRACTOR INFORMATION:** (This information is required for all subcontractors)

- § Names and license numbers must be shown on the back of the Permit Application Form.
- § Subcontractor cards must be submitted with the application form at the time of processing. The cards are to be addressed and must include postage. They can be obtained in the Building & Development Department.
- § **Note:** All contractors are required to have proof of licensure and have documentation on file with the Building Department. ***If the license of any contractor or subcontractor has expired, your permit application cannot be accepted until that license has been updated with Contractor Licensing.*** For contractor licensing information, please contact the department at (407) 742-0200.

IMPORTANT COUNTY ADDRESSES, TELEPHONE AND FAX NUMBERS  
 WEBSITE: [www.osceola.org](http://www.osceola.org)

OFFICE:	ADDRESS:	PHONE/FAX:
Building	1 Courthouse Sq, Suite 1400, Kissimmee, FL 34741	407-742-0200/407-742-0203
-Permitting		407-742-0200/407-742-0202
-Licensing		407-742-0200/407-742-0201
-Addressing	1 Courthouse Sq, Suite 1400, Kissimmee, FL 34741	407-742-5911/407-742-5912
Development Review	1 Courthouse Sq, Suite 1400, Kissimmee, FL 34741	407-742-0200/407-742-0205
Planning	1 Courthouse Sq, Suite 1100, Kissimmee, FL 34741	407-742-0200/407-742-0206
-Development		
-Environmental Services		
Environmental Health	1 Courthouse Sq Suite 1400, Kissimmee, Fl 34741	407-742-8600/407-742-8613
Zoning and Code Enforcement	1 Courthouse Sq, Suite 1400, Kissimmee, FL 34741	407-742-0200/407-742-0204

Interactive Voice Response System **IVRS** 407-742-0210

This automated telephone system allows 24-hour access to schedule inspections, check inspection results and obtain plan review status of your permit.

*Form No. 05-2002; Revised/Effective Date: May, 2004, Dec 2004, May 2005, Oct 2005*

**OSCEOLA COUNTY'S POLICY**

**FOR  
MANUFACTURED HOME  
SKIRTING AND HOUSE NUMBERING**

- 1) Minimum distance between the finished grade under all new and used manufactured homes and the bottom of the I-beam shall be eighteen inches (18").
- 2) Maximum height from the underside of the base block to frame of the unit shall not exceed 30" from any point.
- 3) The under home grade shall be free of all vegetation and organic material; i.e., stumps, roots, etc., except grass not exceeding 3" in height. The area beneath and around the home shall be graded, sloped or properly drained so that water will not accumulate under the home.
- 4) Within thirty (30) days after receiving permanent electric power, the unit must be skirted on all sides.

\*All skirting is required to allow for the proper amount of ventilation, as per the current building code. (Not less than one square foot for each 150 square feet of crawl space). The skirting is required on all manufactured homes in the urban development areas, mobile home parks, and in all new manufactured home subdivisions in Osceola County.

\*In most cases, when installed, skirting will hamper inspections of blocking, tie downs, plumbing, or electrical connections. A pre-skirting inspection will be required.

- 5) Landings, stairs, handrails and/or ramps must be provided at all entrances to the home.
- 6) **HOUSE NUMBER MUST BE POSTED:**  
\*Numbers must be clearly visible and legible from the public or private way on which the building fronts. Use numbers in Arabic Numerals not less than three inches (3") in height and one-half inch (2") in width. House numbers must be installed prior to final inspection to receive electric power.

I HEREBY ACKNOWLEDGE that I have read and understand the above manufactured home skirting policy and agree to comply with the above requirements within thirty (30) days after receiving permanent electric power.

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Signature of Installer

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Date

**MANUFACTURED HOME  
SET-UP PROCEDURE CERTIFICATION**

PERMIT NO: \_\_\_\_\_  
 APPLICANT: \_\_\_\_\_ INSTALLER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ LICENSE NUMBER: \_\_\_\_\_  
 DECAL NUMBER: \_\_\_\_\_  
 Manufacturer=s Name: \_\_\_\_\_ Model Name \_\_\_\_\_  
 Date of Manufacturing: \_\_\_\_\_ Serial Number: \_\_\_\_\_  
 Number of Sections: \_\_\_\_\_ Over-all Width: \_\_\_\_\_ Over-all Length: \_\_\_\_\_  
 Installation Standard Used: \_\_\_\_\_  
 \_\_\_\_\_ Manufacturer=s Manual  
 \_\_\_\_\_ Florida Administrative Code 15C-1.0104(3)

**SITE PREPARATION:**

\_\_\_\_\_ Debris and Organic Material Removed \_\_\_\_\_ Compacted Fill  
 Water Drainage: \_\_\_\_\_ Natural \_\_\_\_\_ Swale \_\_\_\_\_ Pad \_\_\_\_\_ Other  
 Vertical Distance Grade to I-Beam \_\_\_\_\_ 18" \_\_\_\_\_ 24" \_\_\_\_\_ Other

**FOUNDATION:**

Soil Load Bearing Capacity: \_\_\_\_\_ Assumed 1000psf \_\_\_\_\_ Actual \_\_\_\_\_ psf  
 \*\*See Attached Penetrometer Test Affidavit  
 Footing Type: \_\_\_\_\_ A.B.S. \_\_\_\_\_ Concrete  
 Size of Footing: \_\_\_\_\_ Spacing on Center: \_\_\_\_\_  
 \*\*Location of footings are to be labeled and dimension on attached AFooting & Pier Layout@  
 \*\*Locate centerline blocking piers and loads for multi-section homes on layout sheet.  
 Pier Type: \_\_\_\_\_ Concrete Block \_\_\_\_\_ Other \_\_\_\_\_  
 (Specify)

**MATING CONNECTIONS:**

Mating of Multiple Units: \_\_\_\_\_ Mating Gasket Type Used: \_\_\_\_\_  
 FASTENERS: ROOF (Type and size) \_\_\_\_\_ Spacing: \_\_\_\_\_ O.C.  
 END WALLS (Type and size) \_\_\_\_\_ Spacing: \_\_\_\_\_ O.C.  
 FLOORS (Type and size) \_\_\_\_\_ Spacing: \_\_\_\_\_ O.C.

**GALVANIZED ANCHORS:**

Soil ATest Probe@ Reading: \_\_\_\_\_ lbs/in. Anchor Length: \_\_\_\_\_ 4-0"ft \_\_\_\_\_ 5'0"  
 ft.  
 Anchor Tested Working Load: \_\_\_\_\_ Type 1 (3150 lbs) \_\_\_\_\_ Type II (4000 lbs)  
 Number of Frame Ties: \_\_\_\_\_ Required Spacing: \_\_\_\_\_ O.C. (max. 2'0" from ends)  
 Number of Roof Ties: \_\_\_\_\_ Required \_\_\_\_\_ Not Required  
 Longitudinal Tie Downs: \_\_\_\_\_ Required \_\_\_\_\_ Not Required

\*\*Location of longitudinal tie downs are to be labeled on the attached, AFooting & Pier Layout@.  
 Note: At least (2) anchors and straps are required at each end of a single wide mobile home section.  
 \*\*See Attached Torque Test Affidavit

**LICENSED INSTALLER VERIFIES THE ABOVE INFORMATION IS ACCURATE AND TRUE BASED ON RECOGNIZED & APPROVED FIELD TESTING METHODS.**

\_\_\_\_\_  
 Signature License No. Date

**SOIL TEST AFFIDAVITS**

**TORQUE TEST AFFIDAVIT**

I, \_\_\_\_\_, have personally performed the torque test at the following property

location: \_\_\_\_\_

Legal Description

Property Owner

I have made the following determination as follows:

**TORQUE: \_\_\_\_\_ LBS. ANCHOR SIZE \_\_\_\_\_ FT.**

Signature

License No.

Date

**PENETROMETER TEST AFFIDAVIT**

I, \_\_\_\_\_, have personally performed the penetrometer test at the following property

location: \_\_\_\_\_

Legal Description

Property Owner

I have made the following determination as follows:

\_\_\_\_\_ **ASSUMED 1000 PSF** OR \_\_\_\_\_ **TESTED LOAD BEARING SOIL CAPACITY**  
\_\_\_\_\_ **PSF**

Signature

License No.

Date

PERMIT NO. \_\_\_\_\_

# FOOTING & PIER LAYOUT DRAWING

## Manufactured Home

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Size

### **USE THE SAMPLE LAYOUT DRAWING ABOVE**

Label and Dimension:

- A) Piers/Footings
- B) Galvanized Frame Ties
- C) Galvanized Longitudinal Ties
- D) Centerline Blocking Piers and Loads



AFFIDAVIT OF POWER DISCONNECT  
TO A MOBILE HOME



As a condition of the issuance of Permit # \_\_\_\_\_, I swear or affirm that the power to the mobile home or service has been disconnected. I understand that if the building inspector arrives for a final inspection and the power is connected to the mobile home, the inspection will not be done, and a re-inspection fee will be charged. The power will need to be disconnected, and a new inspection will need to be called in.

\_\_\_\_\_  
Signature of Installer

\_\_\_\_\_  
Name of Installer or Company

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