



Osceola County Building Office

Requirement 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)
- Site Plan (1) with setback distances of all existing and proposed buildings (measured from the property lines)
- Manufactured Home Skirting and House Numbering Policy (1 set)
- Manufactured Homes Set-Up Procedure Certification (1 set as per Osceola County Building Department)
- Torque Test Affidavit and Penetrometer Test Affidavit (1 set)
- Floor Plans (1 set drawn to scale, showing dimensions)
- Footing and Pier layout (1 set drawn to scale, showing dimensions)
- Affidavit of power disconnect (Replacement mobile homes only)

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 and subdivision
 - Applicant, property owner, contractor/installer
 - 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 N/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 Form is **NOT REQUIRED** for valid existing addresses (mobile home replacements)
- The address notification form is available at:

911 Addressing
1 Courthouse Square Suite 1400
Kissimmee, FL 34741
Office (407) 742-5911
Email: 911Addressing@osceola.org

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 \$2,500.0

- The Notice of Commencement must be signed by the owner, notarized and recorded (in the Clerk of Circuit Court's 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.

Site Plans: One (1) copy 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 (1) set or copies of the following documents: (must be original signature of mobile home installer)

Manufactured Home Skirting and Home 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 (1) copy (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, Suite 1200
Kissimmee, FL 34741
(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 covers, 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: One (1) set of signed and sealed, engineered drawings.
- Wood, concrete and masonry: One (1) set 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.

One (1) site plan is 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.
- 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

Office	Address	Phone/Fax
Building	1 Courthouse Square, Suite 1400, Kissimmee, FL 34741	407-742-0200 407-742-0202
Permitting		407-742-0200 407-742-0202
Licensing		407-742-0200 407-742-0201
Addressing		407-742-5911 407-742-5912
Development Review		407-742-0200 407-742-0205
Zoning		407-742-0200 407-742-0204
Planning	1 Courthouse Square, Suite 1100, Kissimmee, FL34741	407-742-0200 407-742-0206
Environmental Health		407-742-8600 407-742-8613
Code Enforcement		407-742-0200 407-742-0204

Osceola County 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.

Signature of Installer

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

**Location of footings are to be labeled and dimension on attached Footing & 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 Test Probe Reading: _____ lbs. / in. Anchor Length: _____ 4ft _____ 5ft
Anchor Tested Working Load: _____ Type I (3150lbs) _____ Type II (4000lbs)
Number of Frame Ties: _____ Required Spacing: _____ O.C (max 2ft 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 Footing & 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 and 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 1000PSF

OR _____ TESTED LOAD BEARING SOIL CAPACITY

_____ PSF

Signature

License No.

Date

Footing and Pier Layout Drawing

Manufactured Home

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 ____/____/____