



Dixie County Building & Zoning Department

387 SE 22nd Ave
P.O. Box 2610
Cross City, FL 32628
(352)498-1236
(352)498-1286 fax

MOBILE HOME COMPLIANCE PERMIT

Owners Name						
Address						
City, State, Zip						
Phone						
Project Address						
Legal Description	Lot:	Block:	Subd:	Section:	Township:	Range:
Parcel ID:	Valuation of Project \$					
Check Applicable Items: <input type="checkbox"/> Windows/Doors/Siding <input type="checkbox"/> Framing <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Reroof <input type="checkbox"/> Demo						
<input type="checkbox"/> Other _____ Mobile Home Dimension _____						

If the property is located within the City Limits of Cross City or Horseshoe Beach, you will be required to have Zoning Compliance Approval from the city.

Compliance permits are used for the renovation of a mobile home, including framing, window/door/siding replacement, electrical, plumbing, HVAC, roofing and other repair's pertaining to mobile homes. The permit cannot be used for additions and roof-over systems. Those type of improvements must comply with Florida Building Code. See Permit Clerk for permitting requirements.

CONTRACTOR INFORMATION

CONTRACTOR	LICENSE NO.	ADDRESS	PHONE
Principal			
Electrical			
Plumbing			
Mechanical			
Gas			
Other			

PROPERTY OWNER/Authorized Agent _____

_____ Date

Office Use Only

Approved _____
Bob Zerbe CBO

_____ Date



Dixie County Building & Zoning Department

387 SE 22nd Ave
P.O. Box 2610
Cross City, FL 32628
(352)498-1236
(352)498-1286 fax

OWNER/BUILDER AFFIDAVIT DISCLOSURE STATEMENT F.S. 489.103 (7) EXEMPTIONS

State law requires construction to be done by licensed 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 contractor even though you do not have a license. You must provide direct, on-site supervision of the construction yourself. You may build or improve farm outbuildings, a one-family or two-family residence for your use and occupancy. You may also build or improve a commercial building at a cost not exceeding \$75,000.00 as long as it is for your own use or occupancy. You may not build or improve said structures for the purposes of selling or leasing that building. If you sell or lease a building you have built or improved within one year after construction is complete, then a presumption is created that it was built or improved for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building; 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. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

Initial _____

I understand that the building official and inspectors are not there to design or give advice on how to meet the minimum code.

Initial _____

I understand that as an owner-builder that any contract disputes with sub-contractors and T. must be handled in a civil court with the advice of an attorney. This department -will not mitigate any contract disputes.

Initial _____

I understand that if I compensate any person or company for work performed they are required to be licensed in this jurisdiction. If for some reason they do not possess a license, I may be responsible and liable for the cost of the license.

Initial _____

I understand that if any person that is unlicensed and. uninsured gets injured on my construction project - they may be entitled to workmen's compensation. I could be held liable for al] doctor, lawyer and related medical cost, which could include loss of wages during recovery from their injury.

Initial _____

To qualify for this exemption under this subsection, an owner must personally appear and sign the building permit application and initial the above.

Initial _____

I hereby acknowledge that I have read and understand the above disclosure statement and that I further understand that any violation of the terms of the owner/builder exemption shall be reported by me Building and Zoning Department to the Florida State Department of Professional Regulation. Signed and acknowledged on this ____ day of _____, 20__.

Owner/Builder Signature

STATE OF FLORIDA
COUNTY OF

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____ who is personally known____ to me, or who has produced _____ as identification.

Signature of Notary
Title: Notary Public

Type or Print Name of Notary
Commission Number _____

(SEAL)

Notice of Commencement

Permit Number _____
Parcel Number _____

State of Florida
County of Dixie

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: _____
 - a. Street (job) Address: _____
2. General description of improvement(s): _____
3. Owner information or lessee information if the lessee contracted for the improvement:
 - a) Name and address: _____
 - b) Interest in Property: _____
 - c) Name and address of Fee Simple Titleholder (if other than owner listed above): _____
4. Contractor Information:
 - a) Name and Address: _____
 - b) Phone: _____ Fax (optional): _____
5. Surety (if applicable, a copy of the payment bond is attached)
 - a.) Name and address: _____
 - b) Amount of bond \$: _____
 - c) Phone: _____
6. Lender
 - a) Name and address: _____
 - b) 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 and address: _____
 - b) Phone: _____ Fax (optional): _____
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 and address: _____
 - b) 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.) _____, 20____

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 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 OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Under penalty of perjury, I declare that I have read the foregoing notice of commencement and that the facts stated therein are true to the best of my knowledge and belief.

(Signature of Owner of Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager)

(Print Name and Provide Signatory's Title/Office)

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ (year) by _____ (name of person) as _____ (type of authority, e.g. officer, trustee, attorney in fact) for _____ (name of party on behalf of whom instrument was executed).

Notary Signature: _____

Personally Known: _____

Print Name: _____

ID Produced: _____



Dixie County Building & Zoning Department

387 SE 22nd Ave
P.O. Box 2610
Cross City, FL 32628
(352)498-1236
(352)498-1286 fax

Dixie County Mobile Home Minimum Requirements For Occupancy

The determination of whether the mobile home meets or exceeds the following standards shall be made by the County Building Official or his/her designee upon a site visit to inspect the mobile home prior to its occupation:

1. Fire Safety - All mobile homes manufactured since January 1968 shall have an approved smoke detector(s) properly located outside of each sleeping area of the mobile home. Smoke detectors shall be installed to the product manufacturer's installation instructions.
2. Electrical
 - a. Every unit shall have a complete electrical system;
 - b. Distribution panel boards shall be properly installed, complete with required breakers/fuses, with all unused openings properly covered. All connections are to be checked for tightness, and all panels shall be accessible. Distribution panel board may be located in a closet provided there is at least six (6) inches of space between the panel board and any easily ignitable materials;
 - c. All electrical fixtures shall be properly installed, wired and supported, Aluminum conductors shall be connected to approved listed devices; and;
 - d. All grounding conductors shall, be secured to the proper locations and/or connector on the fixture or device.
3. Plumbing
 - a. All plumbing fixtures shall be protected with approved and workable traps;
 - b. Plumbing fixtures shall be properly vented and fixtures shall be in workable condition;
 - c. Relief valve on water heater shall have sufficient room to operate, and shall have unthreaded 3/4" drain pipe extended beneath the mobile home;
 - d. Drainage piping shall be complete and piping shall be supported properly and not constitute a hazard; and;
 - e. Water piping shall not be bent, kinked, etc., to retard flow of the water supply. Each fixture shall be connected to water piping;
4. Heating and Air Conditioning
 - a. All required cooking/heating appliances shall be properly anchored and connected in place;
 - e. If the home has deleted heating system, drop-outs must be installed for connecting exterior system;
 - f. All homes with central heating/cooling shall have operable thermostat;
 - g. Air registers shall be operable;
 - h. Ducts shall be sealed at openings and shall not be crushed or missing;
 - f. Gas furnace/water heating vents shall be properly installed and secured to appliance;



Dixie County Building & Zoning Department

387 SE 22nd Ave
P.O. Box 2610
Cross City, FL 32628
(352)498-1236
(352)498-1286 fax

- g. There shall be proper return air to furnace, exterior heat/AC units and all rooms;
- h. Range/bathroom ceiling vents shall be complete and vented to outside; and
- i. All gas appliances shall be connected with an approved shut-off valve, if home was manufactured after May of 1975.

5. Construction

- a. Exterior exit doors, including sliding glass, shall be in good working order;
- b. Exterior doors shall have operable locks;
- c. All mobile homes shall have operable egress windows or an exterior egress door located in each sleeping room with an opening of twenty-two (22) inches in its shortest measurement;
- d. All windows and operators shall be operable and missing glass shall be replaced (if required);
- e. Screens shall be required on each window capable of being opened;
- f. All holes/damaged floor, broken decking or floor joists shall be corrected;
- g. Missing interior paneling shall be replaced and bowed or loose paneling shall be secured;
- h. Bottom board shall be made rodent proof throughout and securely sealed and missing insulation from exposed areas shall be replaced;
- i. Leaks: when visible structural damage caused by water leaks are apparent, repairs and corrections are to be completed to assure leaks have been corrected; and
- j. All over-the-roof tie-down straps shall be free of damage, Frame ties and blocking on all used single and double wide homes shall be as required in the amended Rules of the Division of Motor Vehicles, Chapter 15C-1.10, Florida Administrative Code, if the manufacturer's setup requirements are not available, splices of strap shall overlap at least twelve (12) inches and be secured with two (2) seals; all tie points shall be used; and the roof and every exterior wall shall be free of holes, breaks or any other conditions which might admit rain to the interior portions of the walls or to the occupied spaces of the building. All roofing and siding material shall be kept in good condition.
- k. All exterior doors shall be equipped with Code Compliant steps with landings 3 foot deep and the width of the opening.
- l. All homes installed after September 1990 are required to be skirted.