

**PUTNAM COUNTY PLANNING & DEVELOPMENT SERVICES
BUILDING DEPARTMENT**

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Building Division: (386) 329-0307
Licensing Division:

Florida State Statute 320.8285 (3) allows for licensed Mobile Home Dealer, Licensed Mobile Home Installers, and owners to obtain mobile home permits for development of new or used mobile homes. Which option is best for each applicant depends on who is directly managing the total development. (See Florida Statute 320.822 Set Up or Installation)

Option 1: Development with Mobile Home Dealer as primary contractor:

- Dealer is hiring all trades construction and support on behalf of owner.
- Dealer may be the Mobile Home Installer if Dealer is also a licensed Mobile Home Installer.
- May sub-contract Mobile Home Block and Tie Down to a Licensed Mobile Home Installer.

Option 2: Development with Mobile Home Installer as primary contractor:

- Installer is hiring all trades construction and support on behalf of owner.

Option 3: Development with Owner Builder as primary contractor:

- Must have a Mobile Home Installer signed onto permit for block and tie down construction.
- Must appear in person to the building department and must sign owner builder affidavit as required in Florida Statute 489.103 (7).

All options may require the following approvals from other agencies and or support documents:

- Zoning approval. (Three copies of a site plan. See site plan application for additional guidance)
- Floodplain Development Permit. (Where construction is sited in special flood hazard)
- Site Work Permit including Putnam County Public Works approval (Where construction is sited in special flood hazard)
- Health Department Permit or letter of approval prior to permit issuance or letter of utility service. (See Florida Statute 381.0065 (4))
- Proof of ownership. Applicants must provide a copy of the Department of Motor Vehicles title or letter of title retirement for pre 1988 on used mobile homes *prior to issuance of permit*. **Manufacturers Statement of Origin (MSO) or Manufacturers Certificate of Origin (MCO) is required for new manufactured homes *prior to certificate of occupancy*.**
- Permit application must state proposed square footage of mobile home and proposed additions, estimated cost of improvements, and use.
- Two Installation detail sheets with anchor and blocking plan.
- Three copies of floor plan by the Manufacturer.
- Recorded Notice of Commencement. (Prior to first Inspection)
- Two Mobile Home Identification Forms for Property Appraiser.
- NEW MOBILES- Dealers name, address, and phone number.
- Replacement home applications must have a demolition or removal permit.
- Pre-owned or used mobile homes must pass a habitability inspection prior to energizing the home.
- Subcontractor forms must be submitted with permit application identifying Dealer, Installer, Electrical, Mechanical, Plumbing, Gas contractors where appropriate.