

**HERNANDO COUNTY
PERMIT APPLICATION PACKET
USED MOBILE HOME**



Introduction

This is an application for a building permit for the placement of a **USED** mobile home in Hernando County. The minimum living area for mobile homes is 600 square feet, and the minimum width is 12 feet (Ordinance 85-4 and 85-19). All used mobile homes must be inspected before a building permit can be issued to ensure that the mobile home meets the minimum code standards.

All items listed in the Checklist must be submitted with your completed application. Your application cannot be processed if any one of the items listed is incomplete or missing. An application for any proposed work becomes void if not picked up within 180 days.

There is a non-refundable administrative review fee to be paid at the time your application is submitted. This fee will be credited toward the cost of your permit, if the application is approved. Many of the forms required to be submitted with this permit application are required to be notarized. Notary services are available in our office. Fees for notary services are included in the non-refundable administrative review fee.

Mobile Home Pre-Inspection

All used mobile homes must have a pre-inspection to ensure that the mobile home meets the minimum code standards. A "Mobile Home Pre-Inspection" form is included with this application, and must be submitted with your building permit application. In addition to the administrative review fee, a pre-inspection fee will be due at the time the permit application is submitted. The pre-inspection fee is not credited toward the cost of the building permit. Upon payment of the required fees, your application will be processed, and you will be contacted when the review has been completed to schedule the pre-inspection. Pre-inspections are done by a Development Services Inspector or by a State Certified mobile home dealer or engineer.

Impact Fees

You may be required to pay an impact fee when the permit is issued. An impact fee is a one-time assessment placed on all new development or construction.

Deed Restrictions

The Hernando County Development Department does not enforce deed restrictions. It is the owner/contractor's responsibility to verify any deed restrictions that may apply to the property. Copies of your deed restrictions may be obtained from the Hernando County Recording Office.

Notice of Commencement

If the valuation of the job is greater than \$2,500, a NOTICE OF COMMENCEMENT (NOC) must be recorded at the Hernando County Recording Office and posted on the job site. A certified copy of the recorded NOC must be mailed, faxed, or hand delivered to the Development Department prior to issuance of the building permit. *Please read the important information on the Construction Lien Law included with this packet.*

Inspections

A list of required inspections will be given to you when your permit is issued. It is the contractor's (owner/builder's) responsibility to ensure that all required inspections are made prior to proceeding with work on projects. You must call for a final inspection within ten (10) working days of completion of your project. Final inspections that have been red tagged must be reinspected within seven (7) working days. All red tag fees must be paid prior to final inspection. Upon issuance of your permit, work must begin within 180 days. If work is not begun within 180 days from permit issuance, or work is suspended or abandoned for a period of 180 days, your permit will become inactive and will be void. Be advised that lack of inspection activity for a 180 day period is considered suspension or abandonment of the permitted work.

Additionally, it is the contractor or owner/builder's responsibility to ensure corrections are made to items that have been red tagged, the red tags paid, and re-inspections performed and approved prior to proceeding with work. Red tags must be recalled for inspection and paid, if applicable, within seven (7) working days. Failure of the contractors or owner/builders to request and receive re-inspections before proceeding with additional work may result in disciplinary action or a fine against the contractor or owner/builder.

Thirty days after the last final inspection has been completed, inspectors will make a site inspection on right-of-way sod, final driveway compliance, skirting, landscaping and compliance with mobile home removal, if needed.

Permit Expiration

A valid permit may be extended past the 180 day time frame if an extension is requested in writing and justifiable cause has been demonstrated. Additional fees apply for an extension of the permit. Inactive permits must be reactivated before work may continue under the permit. Additional fees apply for reactivating a permit. A building permit is only valid for a period of 2 years from date of issuance. Any permit not finalized or voided within 2 years is expired. Construction work not completed pursuant to an expired permit shall be re-permitted, and additional fees will apply.

**Hernando County Development Department
789 Providence Boulevard
Brooksville, Florida, 34601
(352)754-4050 | Fax: (352)754-4416**

**HERNANDO COUNTY
PERMIT APPLICATION CHECKLIST
USED MOBILE HOME**



The following items are required with submission of your building permit application:

APPLICATION:

- Building Permit Application filled out completely.
- Key Number of property. This can be found on your tax bill. If this is a newly created parcel, you will need to contact the Property Appraiser's Office at (352)754-4190.
- Owner/Builder Disclosure Statement (attached with this packet).
- If this is rental property, a copy of the recorded lease agreement and a notarized authorization letter from the property owner are required.
- Conditional Affidavit for Certificate of Occupancy (attached with this packet).
- Copy of Septic Tank Permit or copy of Hernando County Utility Department deposit receipt (if applicable).
- Title of Mobile Home.
- Two copies of the Landscape Design Worksheet.
- Addressing Receipt.
- Notarized subcontractor affidavits from the electrical, plumbing, mechanical, and aluminum subcontractors stating that they are doing the work for this job, or you may submit the "Subcontractor Signature Page" attached with the application. **Owner/Builder permits also require a notarized subcontractor affidavit from the licensed mobile home set-up contractor.**

PLANS:

- **Two (2) Copies of:**
 - Pocket Penetrometer Test Report
 - Mobile Home tie-down manufacturing, size, and type from approved list
- **Two (2) floor plans from Mobile Home Manufacturer with engineering for:**
 - Pier/Location
 - Footing Size
 - Tie-Down Location
 - Lateral Tie-Downs
 - Longitudinal Tie-Downs or Approved Alternate System
 - Mobile Home Size

ZONING:

- **Two (2) site plans using County site plan form or survey only. Site plan must:**
 - Be drawn in blue or black ink only.
 - Be drawn to scale.
 - Show any lake, canal, or river frontage.
 - Show property dimensions, shape and size.
 - Show all existing and proposed structures and their dimensions, and identify them. Be sure to include the size of the proposed mobile home.
 - Show ALL street frontages (corner lot, double frontage, etc.)
 - Show distances in feet and inches from all property lines to all structures.
 - Show any driveway on site plan.
 - Show all easements (utility, drainage, ingress/egress, conservation, etc.)
 - Show all surrounding golf courses.

- Two (2) completed copies of the Landscape Design Plan.
- Legal description of your property (subdivision name, lot, block, unit).
- A copy of your recorded deed for the property when not located in a platted subdivision or when the property has been divided.
- Proof of legal access to a County maintained road.
- If the proposed residence is a replacement of an existing residence, you must provide proof (letter from Property Appraiser's Office or equivalent) that the residence was existing on the property prior to 1986 to the present time.
- If your property is in either a V or A zone, or in a flood way, a sealed grade elevation survey is required. In the V zone, the construction plans must be certified by an architect or an engineer and be submitted with a V zone construction certificate.

**Hernando County Development Department
789 Providence Boulevard
Brooksville, Florida 34601
(352)754-4050 ● Fax: (352)754-4416**

HERNANDO COUNTY DEVELOPMENT DEPARTMENT

Used Mobile Home Pre-Inspection Instructions/General Information

1. A pre-inspection will be required on any used mobile home proposed to be set up in Hernando County before a building permit will be issued. You must complete the "Mobile Home Pre-Inspection Form" and submit it with your completed building permit application.
2. In addition to the \$280 advanced payment towards your building permit, you will be required to pay a \$50 pre-inspection fee. Both fees are due at the time your permit application is submitted. The pre-inspection fee is a separate fee, and is not credited toward the total cost of your building permit.
3. Upon payment of the above fees, your permit application will be reviewed for compliance with adopted zoning regulations and building codes. Once your permit has been reviewed and is ready to be issued, you will be contacted by one of our plans examiners to schedule a time for the pre-inspection.
4. Once the pre-inspection has been completed and it has been determined that the used mobile home meets all minimum code standards, your building permit can be issued.
5. After you have picked up your building permit, you may proceed with moving the unit onto the property and setting it up.

NOTE: A sample of the mobile home pre-inspection checklist used by our inspectors is attached for your information.

**Hernando County Development Department
789 Providence Boulevard
Brooksville, Florida 34601
(352)754-4050 ● Fax: (352)754-4416**

MOBILE HOME INSPECTION SCHEDULE

In order for our Building Division to operate smoothly and more effectively, the following sequence will be used when calling for inspections. The Block and Tie-Down inspection must be complete prior to calling for remaining inspections. Skirting shall not be installed at the time of the Block and Tie-down, Final Plumbing, Final Electric, Final Gas and Final A/C (mechanical) inspections.

1. **Block and Tie-Down - The Block and Tie-down inspections must be completed before the skirting is installed.**
2. **Final Plumbing -** Water supply ditch needs to be left open, will also check septic connection. Used mobile homes will require access inside unit to check required minimum facilities. **The Final Plumbing Inspection must be completed before the skirting is installed.**
3. **Final Electric -** Will require access into unit to check main electric panel box and will include electric hook-up to well, if any. All exterior doors shall have permanent or construction stairs and stoop. **The Final Electric Inspection must be completed before the skirting is installed.**
4. **Final A/C (Mechanical) -** All duct work must be 6 inches off the ground and secured with proper strapping. All metal must be insulated and covered so the metal does not show. All connections must be completed. The unit must have be anchored on approved pad per code. **The Final A/C Inspection must be completed before the skirting is installed.**
5. **Rough Driveway -** A rough driveway inspection is required **prior to the Final Mobile Home inspection.**
6. **Final Mobile Home -** The following items will be checked on the Final Mobile Home Inspection.
 - A. All exit doors lock properly.
 - B. Steps, handrails and a stoop at all exit doors. Stoop - a 3' x 3' minimum platform at every exit door. (Handrails are required if there are more than three risers)
 - C. House numbers 4" in height to be installed on mobile home.

All mobile homes within a Flood Zone area must submit a sealed elevation certificate certified as finished construction to the Development Department's Zoning Division prior to the block and tie-down inspection. Mechanical equipment and components must also be elevated above the Base Flood Elevation.

REMINDER:

A list of required inspections will be given to you when your permit is issued. It is the contractor's (owner/builder's) responsibility to ensure that all required inspections are made prior to proceeding with work on projects. Upon issuance of your permit, work must begin within 180 days. If work is not begun within 180 days from permit issuance, or work is suspended or abandoned for a period of 180 days, your permit will become invalid and will be void. Be advised that lack of inspection activity for a 180-day period is considered suspension or abandonment of the permitted work.

Additionally, it is the contractor or owner/builder's responsibility to ensure corrections are made to items that have been red tagged, the red tags paid, and re-inspections performed and approved prior to proceeding with work. Failure of the contractors or owner/builders to request and receive re-inspections before proceeding with additional work may result in disciplinary action or a fine against the contractor or owner/builder.

Thirty days after the last final inspection has been completed, inspectors will make a site inspection on right-of-way sod, final driveway compliance, skirting, landscaping and compliance with mobile home removal, if needed.

**Hernando County Development Department
789 Providence Boulevard
Brooksville, Florida 34601
(352)754-4050 ● Fax: (352)754-4416**

FLORIDA'S CONSTRUCTION LIEN LAW

Florida Department of Agriculture and Consumer Services

Things You Should Know Before Starting

The most frequently cited complaints concerning home remodeling, home improvements and home repair are cost overruns, missed deadlines and inferior workmanship. Another persistent problem is "fly-by-night" contractors who take deposits or payments before finishing or starting work.

When you need something done to your home, choose a contractor carefully. Be wary of door-to-door salespeople and telephone solicitors promising "this-month-only" bargains. Make sure your contractor is properly licensed and insured.

The Construction Lien Law is complex and cannot be covered completely in this information. We recommend that whenever a specific problem arises, you should consult an attorney.

To register a complaint or to learn if complaints have been filed against a prospective contractor, call:

Florida Department of Agriculture and Consumer Services.....1-800-HELP FLA
Florida Department of Professional Regulation.....1-800-342-7940
Local Better Business Bureau.....Check Local Listings

To check on a contractor's license:

Florida Department of Professional Regulation.....1-800-342-7940
Hernando County Contractor Licensing.....352-754-4050

Florida law allows people who work on your property or provide construction materials and are not paid to enforce their claim for payment against your property. This claim is known as a construction lien.

That sounds fair - most people expect to pay for work done by others. Not one wants to pay twice, though. Or worse yet, lose their home! That's a very real possibility, however, if you aren't familiar with Florida Statute 713, also known as the "Construction Lien Law".

The statute states that "the right, title, and interest of the person who has contracted for the improvement may be subject to attachment under the Construction Lien Law". This means that your property may be sold against your will in a court proceeding if a lien is filed on your property as a result of an unpaid bill for labor, materials or other services performed in connection with the improvement of your property.

This document explains State Statute 713 as it pertains to home construction and remodeling, and provides tips on how you can avoid construction liens on your property.

■ PROTECTING YOURSELF

If you hire a contractor and the improvements cost more than \$2,500, you should know the following:

- You may be liable if you pay your contractor and he then fails to pay his suppliers and subcontractors.
- There is a way to protect yourself: a "Release of Lien" is a written statement which removes your property from the threat of lien. Before you make any payment, be sure you receive this waiver covering the materials used and work performed.
- If your contract calls for partial payments before the work is completed, get a "Partial Release of Lien" covering all workers and materials used to that point.
- Before you make the last payment to your contractor, obtain an affidavit that specifies all unpaid parties who performed labor, services or provided materials to your property. Make sure that your contractor obtains releases from these parties before you make the final payment.
- Always file a Notice of Commencement before beginning a home construction or remodeling project. The local authority that issues building permits is required to provide this form. You must record the form with the Clerk of the Circuit Court of the county where the property being improved is located. Also post a certified copy at the job site. (In lieu of a certified copy, you may post an affidavit stating a Notice of Commencement has been recorded. Attach a copy of the Notice of Commencement to the affidavit.)

The Notice of Commencement notes the intent to begin improvements, the location of the property, description of the work and the amount of bond (if any). It also identifies the property owner, contractor, surety, lender and other pertinent information. Failure to record a Notice of Commencement or incorrect information on the Notice could contribute to having to pay twice for the same work or materials. It could also prevent the property from passing code inspection.

■ WHOSE RESPONSIBILITY IS IT TO GET THESE RELEASES?

You can stipulate in the agreement with your contractor that he must provide all releases of lien. If it is not a part of the contract, however, or you act as your own contractor. YOU must get the releases.

If you borrow money to pay for the improvements and the lender pays the contractor(s) directly, instruct the lender to get releases before making any payments. If your lender then fails to follow the legal requirements, it may be responsible to you for any loss.

NEVER MAKE a payment without receiving a **RELEASE!**

■ WHAT CAN HAPPEN IF YOU DON'T GET RELEASES OF LIEN?

You will not be able to sell your property unless all outstanding liens are paid. Sometimes a landowner can even be forced to sell his property to satisfy a lien.

■ WHO CAN CLAIM A LIEN ON MY PROPERTY?

Contractors, laborers, material suppliers, subcontractors and professionals such as architects, landscape architects, interior designers, engineers or land surveyors all have a right to file a claim of lien for work or materials. Always get a release of lien from anyone on this list who does work on your home.

■ ADDITIONAL TIPS ON HOME CONSTRUCTION

- If you intend to get financing, consult with your lender or an attorney before recording your Notice of Commencement.
- Insist that the contractor/remodeler secures a building permit and adheres to all building codes and ordinances.

■ INFORMATION ALL CONSTRUCTION CONTRACTS SHOULD CONTAIN:

- The contractor's name, address, telephone number and contractor's license number.
- A precise description of work and materials to be supplied. The contract should specify the grade of construction, flooring and trim materials to be used. Don't accept the phrase "or equivalent"; the contract should specify appliance models and alternates for models not available.
- A completion date.
- A complete list of companies or individuals supplying the contractor with labor or materials. Be sure they are insured so you are protected against theft or damage to their supplies or work.
- Financing information and the payment schedule.
- All necessary building permits or licenses.
- Agreement regarding site clean-up and debris disposal.
- All warranty agreements.

Ask for explanations and clarifications of legal terms or confusing language. Be sure you understand completely what you are signing before you sign, **AND REMEMBER**, promises are difficult to enforce unless they are in writing. Even in small jobs, have a written contract spelling out the details. Be wary of anyone who says, "We don't need to bother putting it in writing."

Some contractors require a down payment of 20-30% of the total and an additional payment at the halfway point. Pay only when the work is done to your satisfaction and you have releases of lien as described earlier in this pamphlet. If the completion date is critical, like a swimming pool planned for summertime use, link payment to on-time performance. Changes to a contract after construction has begun can cost you. Specify in the contract how changes are to be handled.

■ CANCELLATION OF CONTRACTS

Some home repair/improvement contracts can be canceled in writing (preferable by certified mail), without penalty or obligation by midnight of the third business day after signing. They include:

- Those signed anywhere other than the seller's normal place of business.
- Those signed as a result of door-to-door solicitation except emergency home repairs.
- Those paid on an installment basis.

Other contracts are binding as soon as they are signed, so be sure before you sign.

FLORIDA'S CONSTRUCTION LIEN LAW - NOW YOU KNOW

(FL-LIENLAW.WPD 9-26-02)

**NOTICE
POSTING OF STREET NUMBERS**

The Hernando County Board of County Commissioners has adopted an ordinance entitled the "Hernando County Street and Road Naming and Addressing Ordinance" (No. 94-03) which enforces the present system for naming streets and roads and addressing in Hernando County. This action has been taken to provide rapid central dispatch for the Sheriff's Department, Fire Departments and Emergency Medical Services and to expedite more efficient mail delivery.

Ordinance No. 89-19 requires your correct address number be displayed in a conspicuous place on the principal building so that the number is clearly legible from the street or road on which it is addressed.

If the principal building is not visible from the road, or obstructions such as fences, trees, or walls would limit visibility, the address number shall be posted at least two (2) feet above ground level, in a conspicuous place at the driveway or property entrance. Such place may include, but is not limited to mailboxes, fences, fence posts, freestanding signs, and such number shall be clearly legible from the street and not posted as to be confused with address numbers posted for nearby parcels. Freestanding signs must be outside all public rights-of-way.

Numbers used in addresses, lot numbers, unit identifications, and all such ranges shall be Arabic numerals. Letters used in unit identifications and such ranges shall be standard capital letters. Both numbers and letters shall be in a color contrasting with the structure or background surface and not be less than six (6) inches in height for commercial and four (4) inches for residential properties.

The post office requires that the address number also be posted on the mailbox. The numbers on the box must be inscribed in contrasting color in neat numerals not less than one (1) inch high on the side of the box visible to the carrier's regular approach, or on the door if boxes are grouped. If the box is located on a different street, the street name and house number must be inscribed on the box.

Any different numbers which might be mistaken for, or confused with, the official number assigned by the County shall be removed.

Ordinance No. 94-03, Section 12 states that a violation of any provision of this ordinance shall constitute a misdemeanor and shall be punished as provided in Section 1.8 of the Hernando County Code of Ordinances.

We regret any inconvenience this may cause you, but we know you will recognize the importance of posting your address number.

If you have any questions regarding this matter, please feel free to contact:

**Hernando County Development Department
789 Providence Boulevard
Brooksville, Florida, 34601
Phone: (352) 754-4050
Fax: (352) 754-4416**

Board of County Commissioners



Hernando County

Waste Management Division UTILITIES DEPARTMENT

Dear Soon-to-be Hernando County Homeowner:

Hernando County assesses all residential units (single family and multi-family) annually for solid waste disposal. The Hernando County Interim Solid Waste Disposal Assessment Ordinance (#99-17) became effective on September 1, 1999. The ordinance establishes that the solid waste disposal assessment is due and payable for all new residential units for the interim between construction completion and placement of the assessment on the property tax bill. This ordinance affects all conventional houses, duplexes, triplexes, and quadruplexes for which construction permits, and mobile homes for which set-up/tie-down permits are issued on or after September 1, 1999.

When your new home is ready to occupy, you will receive an invoice for the prorated interim solid waste disposal assessment due on your home. Depending on when your home is completed, and when the assessment can be added to your tax bill, your interim assessment may be prorated for four (4) months' up to 16 months' assessment. (Please see fee schedule on back). The annual Solid Waste Disposal Assessment is **\$63.05** for single family homes and **\$57.55** for each unit of multi-family homes.

You may pay the interim assessment in person at the Hernando County Utilities Department, 21020 Cortez Boulevard, Brooksville, Florida, 34601, or mail your payment to: Hernando County Utilities Department, P.O. Box 10899, Brooksville, Florida, 34601. Make checks payable to the Hernando County Board of County Commissioners.

The Solid Waste Disposal Assessment is not to be confused with the fee that you may choose to pay a private solid waste collection company for hauling away your household garbage. These companies charge only for the collection and hauling of household garbage. If you do not want to hire a solid waste collection company, you may transport your household garbage to any of the three (3) county solid waste facilities. There is no charge at the facilities for residents who have paid the annual Solid Waste Disposal Assessment.

If you have any questions, please call Brooks Ahrens at 754-4112, extension 120, or Alisa Pike at 540-4368, extension 114.

The single family unit and multi-family unit fee schedule is attached.

Solid Waste Single Family Unit Fee Schedule

Month Certificates Of Occupancy Issued	Amount Owed
January	\$ 57.80
February	52.54
March	47.29
April	42.03
May	36.78
June	31.53
July	26.27
August	21.02
September	78.81
October	73.56
November	68.30
December	63.05

Solid Waste Multi-Family Unit Fee Schedule

Month Certificates Of Occupancy Issued	Amount Owed One (1) Unit	Amount Owed One (2) Units	Amount Owed One (3) Units	Amount Owed One (4) Units
January	\$ 52.75	\$ 105.50	\$ 158.25	\$ 211.00
February	47.96	95.92	143.88	191.84
March	43.16	86.32	129.48	172.64
April	38.37	76.74	115.11	153.48
May	33.57	67.14	100.71	134.28
June	28.77	57.54	86.31	115.08
July	23.98	47.96	71.94	95.92
August	19.18	38.36	57.54	76.72
September	71.94	143.88	215.82	287.76
October	67.14	134.28	201.42	268.56
November	62.35	124.70	187.05	249.40
December	57.55	115.10	172.65	230.20



HERNANDO COUNTY USED MOBILE HOME BUILDING PERMIT APPLICATION



**Want a Deficiency Report Faxed to you?
Please Provide Your Fax Number:**

Permitting Service Fax Number:

NOTICE:
**No structure, building or improvement
can encroach or be constructed within
an easement.**

Permit Application #: _____
(For Office Use ONLY)

Key #: _____

Date: _____

Check ALL That May Apply: **Mobile Home Set-Up** **Replacement Mobile Home** **Additions**

Total Value of Proposed Project: \$ _____
(Include value of all improvements and installation.)

Legal description: Lot : _____ Block : _____ Subdivision: _____ Unit : _____

Address of job site No.: _____ Street: _____

Specific Directions to job site: _____

Property owner: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Interest in property: _____

Name of fee simple titleholder (If Other Than Owner): _____

Address : _____ City: _____ State: _____ Zip: _____

Permitting Service Name: _____ Phone : _____ Contact Name: _____

Contractor: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

License Number: _____ (State Certification or Hernando County # Only)

Sub-Contractor List (Complete as Necessary)

MH Dealer: _____ Phone: _____

License Number: _____ (State Certification or Hernando County # **ONLY**)

MH Set-up Contractor: _____ Phone: _____

License Number: _____ (State Certification or Hernando County # **ONLY**)

Electrical: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

License Number: _____ (State Certification or Hernando County # Only)

Plumbing: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

License Number: _____ (State Certification or Hernando County # Only)

Mechanical: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

License Number: _____ (State Certification or Hernando County # Only)

Roofing: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

License Number: _____ (State Certification or Hernando County # Only)

Aluminum: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

License Number: _____ (State Certification or Hernando County # Only)

Bonding Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Architect/Engineer's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Mortgage Lender's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

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 a permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, ETC.

OWNER'S AFFIDAVIT: I certify that all of the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

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 1, SEC 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 RECORDING YOUR NOTICE OF COMMENCEMENT.

Owner/Contractor or Authorized Agent

State of _____ **County of** _____

affirmed and subscribed before me this _____ day of _____, 20__

by _____, who is (____) personally known to me or who (____)

has produced _____ as identification.

Signature of Notary Public

Print, Type or Stamp Name of Notary

Application Approved By Permit Representative: _____

Hernando County Development Department
789 Providence Boulevard
Brooksville, FL 34601-2893
Phone: (352)754-4050 | FAX: (352)754-4416
www.co.hernando.fl.us

**HERNANDO COUNTY DEVELOPMENT DEPARTMENT
SUB-CONTRACTOR SIGNATURE PAGE**

This page may be used in lieu of submitting individual Sub-Contractor Affidavit forms.

JOB NAME (or Application Number): _____

MOBILE HOME SET-UP CONTRACTOR: _____

Signature of License Holder or Authorized Agent
Printed Name _____

Name of Company

ELECTRICAL CONTRACTOR: _____

Signature of License Holder or Authorized Agent
Printed Name _____

Name of Company

PLUMBING CONTRACTOR: _____

Signature of License Holder or Authorized Agent
Printed Name _____

Name of Company

MECHANICAL CONTRACTOR: _____

Signature of License Holder or Authorized Agent
Printed Name _____

Name of Company

ROOFING CONTRACTOR: _____

Signature of License Holder or Authorized Agent
Printed Name _____

Name of Company

ALUMINUM CONTRACTOR: _____

Signature of License Holder or Authorized Agent
Printed Name _____

Name of Company

STATEMENT OF PRIMARY CONTRACTOR:

I, hereby certify that the above are the signatures of the license holder or their authorized agent of the subcontractors who will be performing work on the job referenced above, of which I am the primary contractor. _____

Signature of Primary Contractor or Authorized Agent

State of _____ County of _____

Affirmed and subscribed before me this ____ day of _____, 20_____

by _____, who is (____) personally known to me or
who (____) has produced _____ as identification.

Signature of Notary Public

Print, Type or Stamp Name of Notary

Building Permit Application # : _____
(To be completed by Permit Representative)

**HERNANDO COUNTY DEVELOPMENT DEPARTMENT
SUB-CONTRACTOR AFFIDAVIT**

DATE: _____

TO WHOM IT MAY CONCERN:

I, _____,

d/b/a _____,

License Number: _____, will be the _____
(Example: Electrical, Mechanical,

_____ contractor for this permit application. The job address
Plumbing, Roofing, Gas, Etc.)

is: _____.

Signature of License Holder or Authorized Agent

State of _____ County of _____

Affirmed and subscribed before me this ____ day of _____, 20____

by _____, who is (____) personally known to me or
who (____) has produced _____ as identification.

Signature of Notary Public

Print, Type or Stamp Name of Notary

**Hernando County Development Department
789 Providence Boulevard
Brooksville, FL 34601-2893
Phone: (352)754-4050 | FAX: (352)754-4416
www.co.hernando.fl.us**

**HERNANDO COUNTY DEVELOPMENT DEPARTMENT
Mobile Home Pre-Inspection Form**

To be Filled out and Signed by Applicant

- 1. Mobile home must be located in Hernando County.**
- 2. The unit SHALL NOT be brought onto the property, where it is to be set-up, without a permit.**
- 3. If located outside Hernando County, the pre-inspection must be performed by a licensed mobile home dealer or engineer.**

Pre-Inspection Fee: \$50

**NOTE: Our inspector must have access to the interior of the mobile home.
If any personal possessions are inside the mobile, the owner must be present when the inspection is being done.**

Owner's Name: _____

Phone #: _____

Owner's Address: _____

Name of Person to contact regarding setting up the pre-inspection appointment:

Phone number of person to be contacted to set up pre-inspection:

Location of Mobile Home for Pre-Inspection: _____

Box Size of Mobile Home: _____ Year Manufactured: _____

Serial Number: _____

Key Number of Property Mobile Home is to be located on: _____

Directions to where the mobile home is presently located. Please give exact directions to the mobile home. (It would be helpful to include signs or landmarks and the color of the mobile home.) _____

Signature of Owner/Applicant

Date

The Development Department will contact you to schedule the pre-inspection once your permit application has been approved.

For Office Use Only

Scheduled Date Of Pre-Inspection: _____ Time Pre-Inspection Scheduled: _____

MOBILE HOME PRE-INSPECTION CHECKLIST

Name: _____		Application		Final Insp.	
Address: _____					
Permit Application #: _____ Serial #: _____					
FIRE SAFETY		Viol	OK	Viol	OK
1	Smoke Detector: ()Missing ()Location _____				
ELECTRICAL					
1	Electrical System: Checked ()Continuity ()Converter ()Exposed Wiring				
2	Distribution Panel: ()Missing ()Loose ()Main missing ()Breakers missing ()Unplugged openings ()Loose connections ()Not accessible ()Raceway missing ()GFI missing				
3	Electrical Fixtures: ()Missing ()Installed improperly ()Improperly wired ()Improperly supported ()Loose Wire				
4	Electrical Ground: ()Chassis ()Exterior Metal ()Main panel ()Furnace ()Range ()Water heater ()Water inlet ()Gas piping				
5	Face Plate Covers: ()Missing ()Broken				
CONSTRUCTION					
1	Exit Doors Operable: ()Front ()Back ()Other _____				
2	Exit Doors Locks: ()Operable ()Missing				
3	Egress Windows: ()Missing ()Inoperable (Eff.1975 models)				
4	Windows: ()Inoperable ()Broken				
5	Screens: ()Missing ()Damaged				
6	Floor System: ()Damaged Location _____				
7	Interior Paneling: ()Missing ()Loose				
8	Rodent Proofing: ()Piping ()Duct ()Insulation missing ()Other _____				
9	Leaks (apparent): ()Roof edge ()Middle ()Windows ()Holes exterior metal ()Doors ()Ceiling ()Floors				
10	Tie Downs-Over roof: ()Missing ()Too short ()Kit required				
11	() Structural Modifications since manufactured				
PLUMBING					
1	Traps: ()Missing ()Not Connected ()S Traps ()Double Trapped ()Other _____				
2	Plumbing Fixtures: ()Missing ()Not installed ()Not Vented				
3	Relief Valve: ()Missing ()Inoperable ()Undersize drain pipe ()Drain term below bottom ()Drain pipe missing				
4	Drainage Piping: ()Missing ()Not capped ()Not supported ()Road Hazard				
5	Water Piping: ()Not capped ()Line kinked ()Damaged				
HEATING & A/C					
1	Heating Appliances: ()Missing ()Not anchored ()Not connected				
2	Deleted Heating & A/C System: ()Duct not installed ()Dropout not installed				
3	Thermostat: ()Missing ()Inoperable				
4	Air Registers: ()Missing ()Inoperable				
5	Ducts: ()Not sealed ()Collapsed ()Missing				
6	Furnace/Water Heater Vent: ()Missing ()Loose ()Crooked				
7	Return Air: ()To furnace ()To A/C ()From rooms () _____				
8	Range/Bathroom Ceiling Vent: ()Open in ceiling ()Inoperable ()Stack Missing				
9	Gas Valve (Eff.5/75): ()Not Applicable ()Missing ()Not approved				
10	Gas Piping: ()Not capped () Not supported () Kinked () Missing				
WINDLOAD					
1	Is State of Florida Hurricane Resistance Seal in place?: ()Yes ()No				
2	Have over the roof tie-downs been installed?: ()Yes ()No				
3	Is Data Plate in Place?: ()Yes ()No				
If none of the above are installed, the mobile home cannot remain in or be set in Hernando County, unless the home is re-engineered by an engineer licensed in the State of Florida.					

Is remodeling permit required? Yes _____ No _____

Inspected by _____

Reviewed by:

Plans Examiner

State of _____ 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.

Notary Public

Print, Type or Stamp Name of Notary

If the information provided on this inspection form is false or erroneous, there may be re-inspection and penalty fees required.

OWNER/BUILDER DISCLOSURE STATEMENT

**STATE OF FLORIDA,
COUNTY OF HERNANDO
Building Permit # _____**

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.

- (1) You must provide direct, onsite supervision of the construction yourself.
- (2) You may build or improve a one-family or two-family residence or farm outbuilding. You may also build or improve a commercial building provided your costs do not exceed seventy-five thousand dollars (\$75,000).
- (3) The building must be for your own use and occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built yourself or substantially improved yourself within one (1) year after the construction is complete, the law will presume that you built, or substantially improved it for sale or lease, which is a violation of this exemption.

Additional permits may not be issued to a violator of this exemption. Penalties will be sought against a violator/unlicensed contractor.

- (4) You may not hire an unlicensed person as your contractor or to supervise people working on your building.
- (5) It is your responsibility to make sure that people employed by you have licenses required by state law and Hernando County Construction Licensing Code.

Any person working on your building who is not duly licensed must work under your direct supervision and must be employed by you, **which means that you must deduct F.I.C.A., Medicare and withholding tax and provide worker's compensation for that employee, all as prescribed by law.**

- (6) You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done.
- (7) Your construction must comply with all applicable laws, ordinances, building codes and zoning regulations.
- (8) You must furnish copies of all contracts concerning the work being permitted, if requested.
- (9) You must change the permit from your name to a licensed general contractor if you hire a contractor to complete the work.

As the owner/contractor on this permit, I, _____ understand:
(Please Print Name)

- (10) That I am responsible for all work performed pursuant to this permit;
- (11) That Hernando County will look to me for corrections of any deficiencies in the work;
- (12) That violating this exemption is grounds for permit revocation;
- (13) That the Building Official shall have the authority to require me to secure a licensed contractor to complete the work authorized under this permit if inspections by the Building Division reveal that I am not competent to accomplish the construction.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE DISCLOSURE STATEMENT AND AGREE TO ABIDE BY THE PROVISIONS REGULATING OWNER/BUILDER PERMITS SET FORTH ABOVE AND IN HERNANDO COUNTY CODE OF ORDINANCES.

Property Owner's Signature

State of _____ County of _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____
by _____, who is (_____) personally known to me or
who (_____) has produced _____ as identification.

Signature of Notary Public

Print, Type or Stamp Name of Notary

**CONDITIONAL AFFIDAVIT for CERTIFICATE of OCCUPANCY
& NOTICE of CODE VIOLATION for MOBILE HOMES**

**STATE OF FLORIDA
COUNTY OF HERNANDO**

Permit No. _____

BEFORE ME the undersigned authority personally appeared _____
(Please print Affiant's name)

who was sworn and says:

1. Affiant understands and agrees to perform the below marked stipulations on or before thirty (30) days from the date of issuance of a Certificate of Occupancy (C.O.) for the above described permit number.
2. Affiant further agrees and understands that failure to comply with the obligations set forth herein, within the time established herein, will cause this Affidavit to be considered a Notice of Violation pursuant to Section 162.21, Florida Statutes, as it may be amended from time to time and will allow Hernando County to have issued by a Code Enforcement Officer a citation for violation of a Hernando County Code provision without the necessity of allowing the affiant any period of time to correct the violation.
3. Affiant understands that the issuance of a citation may subject affiant to civil penalties/and or fines up to \$500.00, and/or the loss or revocation of a C. O. permitted by law, rescision of the C.O., discontinuance of electrical service, or any other action Hernando County may lawfully undertake against affiant.
4. Affiant agrees to perform the following indicated obligations:
 - a) _____ Sod the right-of-way within thirty (30) days from the issuance date of the C.O. Plugs, mulch, seeding, ornamental plants, or stone shall not be used in lieu of sod. Adjacent/damaged areas will be repaired. (Hernando County Code of Ordinance, Chapter 24, Section 24-3)
 - b) _____ Install a driveway apron, designed to meet the requirements of Hernando County's Department of Public Works' Facility Design Guidelines within thirty (30) days from the issuance of the C.O. (Hernando County Code of Ordinance, Chapter 24, Section 24-3)
 - c) _____ Comply with all landscaping requirements to include ground cover and tree placements within thirty (30) days from the issuance of the C.O. Ground cover requirements for lots may be achieved by sodding or seeding. Trees will be left or replanted to meet the requirement of two trees per lot, or as specified according to lot size. (Hernando County Code of Ordinance, Chapter 10, Section 29)
 - d) _____ Install skirting around mobile home within (30) days from the issuance of the C.O. (Hernando County Code of Ordinance, Appendix A. Article IV, Section 2)
 - e) _____ Remove any home replaced by this permitted structure within thirty (30) days of issuance of the C.O. for the proposed residence. Hernando County Code of Ordinance, Appendix A Article II, Section 2D(2)
5. By signing this affidavit, affiant hereby acknowledges that failure to achieve compliance with the aforementioned will be deemed a willful violation of the Hernando County Code of Ordinances and punishable as provided by Hernando County Code of Ordinances and Florida state law and that affiant is personally responsible for these provisions.

Signature of Owner, Contractor or Authorized Agent

STATE OF _____ COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by _____, (____) who is personally known to me, or (____) who has produced _____ as identification.

Notary Public

(Stamp, Type, or Print Name of Notary)

Key No. _____ Permit No. _____

NOTICE OF COMMENCEMENT

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:

THIS SPACE RESERVED FOR RECORDER

1. Description of Property: Parcel No.: _____
(Legal description of the property and street address if available)
2. General Description of Improvement: _____
3. Owner Information: Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Interest in Property: _____
Name of Fee Simple Titleholder (If other than owner): _____
Address: _____ City: _____ State: _____ Zip: _____
4. Contractor: Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone No.: _____ Fax No.: _____
5. Surety: Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Amount of Bond: \$ _____ Phone No.: _____ Fax No.: _____
6. Lender: Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone No.: _____ Fax No.: _____
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:
Name: _____ Address: _____ City: _____ State: _____
Phone No.: _____ Fax No.: _____
8. 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 No. of person or entity designated by owner: _____
9. Expiration date of Notice of Commencement (the expiration date is 1 year from the date of recording unless a different date is specified.)

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 1, SEC 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.

X _____
Signature of Owner or Owner's Authorized Officer/Director/ Partner/Manager Signatory's Title/Office
*** Signature Required by same below by 'X' mark ***

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ (Name of Person)

as _____ for _____ (Type of authority e.g., office, trustee, attorney in fact) (Name of party on behalf of who instrument was executed)

Signature of Notary

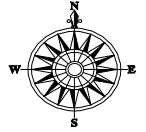
Print, Type or Stamp Name of Notary

Personally Known _____ OR Produced Identification _____
Type of Identification Produced: _____

Verification pursuant to Section 92.525, Florida Statutes: under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

X _____
Signature of Natural Person Signing Above

HERNANDO COUNTY DEVELOPMENT DEPARTMENT
SITE PLAN



(RESIDENTIAL USE ONLY)

SCALE

1" =

SITE PLAN MUST:

- Not exceed 11"x 17"
- Be drawn in blue or black ink only.
- Be drawn to scale.
- Show any lake, canal, or river frontage.
- Show property dimensions, shape and size.
- Show all existing and proposed structures and their dimensions, and identify them.
- Show all street frontages (corner lot, double frontage, etc.)
- Show distances in feet and inches from all property lines to all structures.
- Show any driveway on site plan.
- Show all easements (utility, drainage, ingress/egress, conservation, etc.)
- Show all surrounding golf courses.

RESIDENTIAL LOT LANDSCAPING REQUIREMENTS:

When clearing a vacant single-family residential lot/parcel, two-family residential lot/parcels, and mobile home lot/parcels, a Land Clearing Permit shall be required. An application for a Land Clearing Permit shall be submitted which shall include a Land Clearing Plan.

When the land is being cleared in conjunction with the construction of a single family dwelling, two family dwelling or mobile home, a Landscape Plan is required as part of the permit application process. The Plan shall demonstrate that no more than 75% of the developed area is in a high water use zone.* This means that no more than 75% of the landscaping shall be turfgrass unless varieties with excellent drought tolerance are used. 25% of the developed area must be landscaped as a low use waterzone.** The minimum number of trees required for the lot shall also be demonstrated. Any specimen or majestic trees must be included on the plan.*** Planted trees must be shade trees and a minimum of two (2) inch caliper. The Plan must also show the proposed natural vegetation areas to be preserved and the proposed areas to be cleared.

- * A high use water zone consists of plants or shallow-rooted turf grass associated with moist soils and requiring watering to supplement natural rainfall.
- ** A low use water zone consists of plants which survive on average natural rainfall once established.
- *** A specimen tree is defined as having a Diameter Breast Height (DBH) of eighteen (18) inches, or greater, but less than thirty-six (36) inches. Palm trees are excluded.

A majestic tree is defined as having a DBH of thirty-six (36) inches or greater. Palm trees are excluded.

TREE REQUIREMENTS

Residential Lot Size	Minimum Number of Preserved or Planted Trees
Lots up to and including 5,000 sq. feet	Two (2) trees
Lots over 5,000 sq. feet, but less than or equal to 10,000 sq. feet	Three (3) trees
For each additional 3,000 sq. feet above 10,000 sq. feet or lot size	One additional tree

**HERNANDO COUNTY BUILDING DEPARTMENT
789 PROVIDENCE BOULEVARD
BROOKSVILLE, FLORIDA 34601
Telephone: (352) 754-4050 | Fax: (352) 754-4416**

PERMIT APPLICATION/MANUFACTURED HOME INSTALLATION

Attach engineering floor plans and pages referenced from manual to this sheet. This form not applicable in flood zones.

Date: _____ Permit # _____

Applicant _____ Dealer/Installer Name _____

Site Location _____ License Number _____

Phone # _____ Fax # _____

Manufacturer's Name _____ Installation Decal # _____

Serial # _____ Installation Standard Used: **(Check One)** Manufacturer's Manual _____ 15C _____

Roof Load _____ Wind Zone _____ Number of Sections _____ Width _____ Length _____ Year _____

SITE PREPARATION:

Debris and Organic Material Removal _____ Compacted Fill _____ Page # _____

Water Drainage Natural _____ Swale _____ Pad _____ Other _____ Page # _____

FOUNDATION:

Load Bearing Soil Capacity: _____ or Assumed 1000 psf _____ Page # _____

Footing Type: Poured in place _____ Precast _____ ABS Size & Thickness _____ Page # _____

I-Beam or Mainrail Piers: Single Tiered _____ Double Interlock _____ Page # _____

Size of Piers _____ Placement of O/C _____ Page # _____

Perimeter Pier Blocking: Size _____ Placement of O/C _____ Page # _____

Ridge Beam Support Blocking: Size _____ Number _____ Location(s) _____ Page # _____

Ridge Beam Support Footer: Size _____ Number _____ Location(s) _____ Page # _____

Center Line Blocking: Number _____ Location(s) _____ Page # _____

Pad Size 1. _____ Pad Size 2. _____ Pad Size 3. _____ Pad Size 4. _____ Pad Size 5. _____

Special Pier Blocking: Required (Fireplace, Bay Window, Etc.) Yes _____ No _____ Page # _____

Mating of Multiple Units: Mating Gasket _____ Type Used _____ Page # _____

Fasteners: Roofs Type & Size _____ Spacing _____ O/C _____ Page # _____

Endwalls Type & Size _____ Spacing _____ O/C _____ Page # _____

Floors Type & Size _____ Spacing _____ O/C _____ Page # _____

ANCHORS:

Type 3150# Working Load _____ 4000# Working Load _____ Page # _____

Height of Unit: (Top of Foundation or Footer to Bottom of Frame) _____ Page # _____

Number of Frame Ties: _____ Spacing _____ O/C Angle of Strap _____ Degrees _____ Page # _____

Number of Over Roof Ties: (if required) _____ Page # _____

Number of Sidewall Anchors _____ Zone II _____ Zone III _____ Page # _____

Endwall/Longitudinal Anchors _____ Zone II _____ Zone III _____ Page # _____

Number of Centerline Anchors _____ Number of Stabilizer Devices _____ Page # _____

Vents Required for Underpinning (1 SF/150 SF of Floor Area) Number _____ Page # _____

I, _____, hereby attest that I have been trained in the use of this installation manual and the above information is true and accurate.

Signature

State of _____ 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.

Notary Public

(Stamp, Type, or Print Name of Notary)

If the information provided on this application is false or erroneous, there may be re-inspection and penalty fees required.

NOTE FOR STAFF USE ONLY – TO INSERT THE FOLLOWING DOCUMENT SHEETS INTO MOBILE HOME PACKETS:

(Insert Mobile Home Drawing)

(Insert Single Wide Pier Location Report)

(Insert Double Wide Pier Location Report)

(Insert Electrical Drawing Here)

(Insert Illustration of Water Connections)

(Insert Mobile Home Plumbing Information)