



City of Crestview Planning and Zoning Review Mobile Home (RDMH)

The Growth Management Dept.
198 Wilson St. North;
P.O. Box Drawer 1209, Crestview,
FL 32536
Phone: (850) 689-1619/1618
Fax: (850) 689-4575

FOR APPLICANT USE

JOB SITE ADDRESS:			
PARCEL ID(S):		SUBDIVISION:	
DESCRIPTION OF WORK:			
MANUFACTURE DATE:		GROSS FLOOR AREA: (SF)	
STRUCTURE HEIGHT:		ROOF PITCH:	
STRUCTURE ORIENTATION TO RIGHT-OF-WAY:			

**Any material may be used for exterior finish which is generally acceptable for site-built housing provided, however, that reflection for such exterior shall not be greater than from siding coated with clean white gloss exterior enamel paint. All transportation equipment must be removed from each RDMH upon delivery to the site for installation and the RDMH shall be placed upon a permanent foundation and anchored within 48 hours of delivery to the site.*

FOR OFFICIAL USE ONLY

SITE CHARACTERISTICS:

ZONING DISTRICT:		FLU CATEGORY:		PUD <input type="checkbox"/> Yes <input type="checkbox"/> No
REQUIRED SETBACKS:	FRONT: _____	SIDE: _____	REAR: _____	CORNER: _____
FLOOD ZONE & BASE FLOOD ELEVATION:			FLOODWAY: <input type="checkbox"/> Yes <input type="checkbox"/> No	
WETLANDS PROTECTION ZONE/BUFFER:	<input type="checkbox"/> Yes <input type="checkbox"/> No	EASEMENT(S) EXIST ON PROPERTY: <input type="checkbox"/> Yes <input type="checkbox"/> No		

MANUFACTURED HOME COMPATIBILITY:

MANUFACTURE DATE:		STRUCTURE HEIGHT:		STRUCTURE WIDTH:	
GROSS FLOOR AREA (Including Garage/Carport, if required.):			NUMBER OF BEDROOMS:		
BUILDING ORIENTATION APPROVED: <input type="checkbox"/> Yes <input type="checkbox"/> No (**Long axis is parallel to the street or narrow dimension is modified as per Sec 102-532.)					
PERIMETER FOUNDATION (WALL) PLANS PROVIDED: <input type="checkbox"/> Yes <input type="checkbox"/> No					
ROOF PITCH APPROVED: <input type="checkbox"/> Yes <input type="checkbox"/> No			LANDING(S) PROVIDED: <input type="checkbox"/> Yes <input type="checkbox"/> No		
GARAGE/CARPORT REQUIRED: <input type="checkbox"/> Yes <input type="checkbox"/> No		GARAGE/CARPORT SPACE(S) PROVIDED:			
<small>(Exterior materials of the garage or carport must match the RDMH)</small>					
REQUIRED PARKING SPACES:		PARKING REQUIREMENTS MET: <input type="checkbox"/> Yes <input type="checkbox"/> No			

LOT COVERAGE:

EXISTING STRUCTURE AREA: (SF)		TOTAL PROPOSED AREA OF STRUCTURE(S): (SF)	
LOT AREA: (SF)		TOTAL LOT COVERAGE: (%)	

SITE PLAN APPROVED: <input type="checkbox"/> Yes <input type="checkbox"/> No	PROJECT APPROVED: <input type="checkbox"/>	PROJECT DENIED: <input type="checkbox"/>
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(If project is denied list reason below.)

COMMENTS

REVIEWED BY: (PRINT) _____ DATE: _____

APPROVED BY: (SIGNATURE) _____ DATE: _____

NOTICE TO OWNER / INSTALLER
(ONLY REQUIRED FOR PROJECTS OVER \$2500)

Application is hereby made to obtain a permit to do the work and installation as indicated. ***I certify that no work or installation has been commenced prior to issuance of a permit*** and that all work will be performed to meet all codes, standards and laws governing construction in this jurisdiction. I also certify that all required insurances for me and any trades are in accordance with state laws. I understand that a separate permit must be secured for BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, GAS, ROOFING, SIGNS, POOLS, IRRIGATION, ACCESSORY STRUCTURES, etc. **Mobile home installers can only install electrical and mechanical crossovers on multi-section homes. Any other electrical work on a home must be done by a licensed electrician. Licensed installers cannot install air conditioners/heating units or install the ducts from the appliance to drop outs under the home.**

INSTALLER AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning per State and City of Crestview.

If the direct contract is greater than \$2500, the applicant/owner must file a NOTICE OF COMMENCEMENT.

“WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY 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.”

A FINAL INSPECTION IS REQUIRED FOR ALL PERMITS-Failure to obtain a final inspection may result in legal action. All permits are considered abandoned and expired where work has not commenced, or work has stopped, or an inspection has not been called in within 180 days of permit issuance. Expired permits are required to be re-permitted or reinstated and shall be assessed the full permit fees for the project.

Must be signed in the presence of a Notary

Signature of Owner or Agent (including Installer)

Date

STATE OF _____

COUNTY OF _____

Sworn and subscribed before me this _____ day of _____, 20_____

by _____.

Personally Known _____(or)

Produced Identification (TYPE)_____

Notary Public Signature

TO BE COMPLETED BY STAFF

APPLICATION PROCESSED BY: _____ DATE: _____/_____/_____

REVIEWED BY: _____ DATE: _____/_____/_____

ISSUED BY: _____ DATE: _____/_____/_____

HEIGHT: _____

FLOOD ZONE: _____

BLOCKING AND TIE DOWN PLANS MUST BE ATTACHED



CITY OF CRESTVIEW

GROWTH MANAGEMENT DEPARTMENT

Building Permits & Inspections

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RESIDENTIAL DESIGN MANUFACTURED HOME PERMIT CHECKLIST

1. **BUILDING PERMIT APPLICATION**
2. **NOTICE TO OWNER/INSTALLER (ONLY REQUIRED FOR PROJECTS OVER \$2500) (PAGE 2)**
3. **RECORDED NOTICE OF COMMENCEMENT (IF PROJECT IS \$2500 OR GREATER)**
4. **PROOF OF PROPERTY OWNERSHIP (RECORDED DEED, WARRANTY DEED, CLOSING STATEMENT, OR PROPERTY TAX INFORMATION)**
5. **SURVEY OR SCALED SITE PLAN**
6. **TWO SETS OF BLOCKING AND TIE-DOWN PLANS**
7. **TWO SETS OF SPECIFICATIONS FROM THE FOUNDATION MANUFACTURER- IF USING A PROPRIETARY FOUNDATION SYSTEM (SYSTEMS SUCH AS OLIVER, FAST TRACK, TIE DOWN ENGINEERING, ECT.)**
8. **TWO SETS OF ENGINEERED PERIMETER FOUNDATION WALL PLANS (ENGINEERED FOR 100 MPH WIND SPEED)**
9. **FLOOD ELEVATION CERTIFICATE (BASED ON PROPOSED CONSTRUCTION- ONLY REQUIRED IF THE PROPOSED BUILDING/STRUCTURE IS LOCATED WITHIN THE SPECIAL FLOOD HAZARD AREA)**
10. **PROOF OF WATER AND SEWER AVAILABILITY (IF SEWER IS NOT AVAILABLE, A PRIVATE SEWAGE SYSTEM- SEPTIC TANK WILL BE REQUIRED. PROVIDE A COPY OF THE SEPTIC TANK PERMIT FROM THE OKALOOSA COUNTY HEALTH DEPARTMENT. 850-689-7859)**

NOTE: THE PLUMBING, ELECTRICAL AND GAS PERMITS ARE REQUIRED TO BE PURCHASED SEPARATELY AND SHALL BE SECURED PRIOR TO INSTALLING THE RDMH. NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED UNTIL ALL PERMITS HAVE BEEN PURCHASED AND ALL INSPECTIONS COMPLETED.



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RESIDENTIAL DESIGN MANUFACTURED HOME (RDMH) REQUIREMENTS

No RDMH shall be placed or occupied for residential use on a site until foundation plans have been submitted and approved. The installation of all residential design manufactured homes shall comply with the City of Crestview code Article 22 section 102.532

The following requirements must be met in order to move a RDMH on a lot or parcel:

- Manufactured homes approved as RDMH shall be permitted in R-1A, R-1, and R-2 Zoning and shall meet all setback requirements. All Land Development Regulations and Flood Zone regulations shall be adhered to.
- The RDMH shall be manufactured on or after July 13, 1994.
- The minimum width of the body of the RDHM as located on the site shall not be less than 20 feet, as measured across the narrowest portion.
- Minimum pitch of the main roof shall not be less than four inches of rise for every foot of horizontal run. Minimum roof overhang shall be one foot. In cases where site built housing generally has been constructed in adjacent or nearby locations with roof pitches less than one to four feet then the RDMH may have less roof pitch similar to the site-built houses. Any roofing material used for site-built housing may be used for an RDMH. The building official may predetermine and establish general approval for specific types, varieties or designs of foundations and veneer or screening materials to be used in connection with future installations of an RDHM.
- Installation of the manufactured home according to chapter 15C-1, Florida Administrative Code, by a manufactured home installer licensed by the Florida Department of Highway Safety and Motor Vehicles; and

- Construction of a permanent, perimeter wall, meeting wind load requirements of 100 miles per hour, extending at a minimum from the ground surface to the bottom starter of the exterior wall surfaces of the home as certified by a professional civil or structural engineer, who can demonstrate knowledge or background of structural engineering applications, and who is registered in the state.
- Garages/carports required. All RDMH shall be required to be provided with a garage or carport. This requirement may be waived upon request of the installer when it is determined by the Growth Management Director that such a requirement would be inconsistent with development in the surrounding neighborhood. When required, the exterior materials of the garage or carport must be the same as the RDMH.
- The RDMH shall be placed on the lot or parcel so that its long axis is parallel with the street. A perpendicular or diagonal placement may be permitted if there is a building addition or substantial landscaping so that the narrow dimension of the unit, as so modified and facing the street, is no less than 50 percent of the units long dimension.
- RDMH units must have their electrical service and meter installed upon the housing unit in accordance with the currently adopted edition of the National Electrical Code.
- Prior to issuance of a Certificate of Occupancy for any RDHM, a certification from the contractor must be submitted to the building official assuring that the housing unit has been anchored to the foundation as required by chapter 15C-1, Florida Administrative code.

Note: Standard design manufactured Homes (mobile Homes), hereinafter referred to as SDMH are manufactured homes meeting the HUD code and which have been manufactured on or after June 15, 1976, but not meeting residential design standards contained herein. Standard design manufactured homes (SDMH) shall be placed only in manufactured home communities, manufactured home parks and manufactured home subdivisions.

The Plumbing, Electrical and Gas permits are required to be purchased separately and shall be secured prior to moving the RDMH. No Certificate of Occupancy will be issued until all permits have been purchased and all inspections completed.