

# HERNANDO COUNTY PERMIT APPLICATION PACKET

## NEW MOBILE HOME



### **Introduction**

This is an application for a building permit for the placement of a new 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 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.

### **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. 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  
PERMIT APPLICATION CHECKLIST  
NEW 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.
- 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.

- 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.
- Two (2) completed copies of the Landscape Worksheet,
- If the new 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 Building Division  
789 Providence Blvd.  
Brooksville, FL 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.**

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## Florida's Construction Lien Law

### Protect Yourself and Your Investment

According to Florida law, those who work on your property or provide materials, and are not paid-in-full, have a right to enforce their claim for payment against your property. This claim is known as a construction lien.

If your contractor fails to pay subcontractors or material suppliers, the people who are owed money may look to your property for payment, **even if you have paid your contractor in full.**

**This means that if a lien is filed against your property, your property could be sold against your will to pay for labor, materials, or other services which your contractor may have failed to pay.**

This document provides information regarding Florida Statute 713, Part 1, 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 or contractors. There is a way to protect yourself. A Release of Lien is a written statement that removes your property from the threat of lien. Before you make any payment, be sure you receive this waiver from suppliers and subcontractors covering the materials used and work performed on your property.
- Request from the contractor, via certified or registered mail, a list of all subcontractors and suppliers who have a contract with the contractor to provide services or materials to your property.
- 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 from your contractor that specifies all unpaid parties who performed labor, services or provided services or materials to your property. Make sure that your contractor provides you with final 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 in 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 that a Notice of Commencement has been recorded. Attach a copy of the Notice of Commencement to the affidavit.)
- In addition, the building department is prohibited from performing the first inspection if the Notice of Commencement is not also filed with the building department. You can also supply a notarized statement that the Notice has been filed, with a copy attached.

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 your having to pay twice for the same work or materials.

### **Notice To Owner**

Prior to filing a lien, a lienor who does **not** have a direct contract with the owner, must serve the owner with a Notice to Owner. The Notice to Owner must state the lienor's name and address, and a description of the real property and the nature of the services or materials being furnished. The Notice to Owner must be served before commencing, or within 45 days of commencing, to furnish the services or materials (but before owner's final payment to the contractor). A lien cannot be enforced unless the lienor has served the Notice to Owner as described above.

### **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 without obtaining releases, the lending institution may be responsible to you for any loss.

### **What Can Happen If I 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, materials suppliers, subcontractors and professionals such as architects, landscape architects, interior designers, engineers or land surveyors all have the right to file a claim of lien for work or materials. **Always require a release of lien from anyone who does work on your home.**

### **Contesting A Lien**

A lien is valid for one year, unless a lienor files a lawsuit to enforce the lien prior to the expiration of the year. An owner has a right to file a Notice of Contest of Lien during the one-year period. Upon the filing of a Notice of Contest of Lien, a lienor must file a lawsuit to enforce the lien within 60 days. Failure of the lienor to timely file a lawsuit renders the lien invalid.

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**THE CONSTRUCTION LIEN LAW IS COMPLEX AND CANNOT BE COVERED COMPLETELY IN THIS DOCUMENT. WE RECOMMEND THAT WHENEVER A SPECIFIC PROBLEM ARISES, YOU CONSULT AN ATTORNEY.**

**To register a complaint (or learn if complaints have been filed against a prospective contractor), contact the Florida Department of Business and Professional Regulation's Customer Contact Center at: 850.487.1395 or <http://www.myfloridalicense.com/contactus/>**

**Or write to:** Florida Department of Business and Professional Regulation  
2601 Blair Stone Road  
Tallahassee, Florida 32399-1027

**Or visit online at: [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com)**

License verification is available 24 hours a day and 7 days a week by calling our Customer Contact Center at 850.487.1395 or going online to [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) Search for a Licensee.

You may also contact your local building department or the Better Business Bureau.

**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 Office  
789 Providence Boulevard  
Brooksville, FL 34601  
Phone: (352) 754-4050  
Fax: (352) 754-4416



## DEPARTMENT OF SOLID WASTE

SOLID WASTE ♦ RECYCLING ♦ SW CODE ENFORCEMENT ♦ FINANCE ♦ HOUSEHOLD HAZARDOUS WASTE

14450 LANDFILL RD ♦ BROOKSVILLE, FLORIDA 34614

P 352.754.4112 ♦ F 352.754.4118 ♦ W [www.HernandoCounty.us](http://www.HernandoCounty.us)

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 from four (4) months= up to 16 months= assessment. (See fee schedule on back.) The annual Solid Waste Disposal Assessment is \$69.40 for single family homes and \$63.30 for each unit of multi-family homes.

You may pay the interim assessment in person at the **Hernando County Utilities Department, 15365 Cortez Blvd. Brooksville, Florida 34613**, or mail your payment to: **Hernando County Utilities Department, P.O. Box 30384, Tampa, Florida 33630**. Make checks payable to the **Hernando County Board of County Commissioners**.

The Solid Waste Disposal Assessment is not to be confused with any fee that is charged for the collection of household garbage. If you are not in the mandatory area, and do not want to hire a solid waste collection company for your household garbage, you may transport your household garbage to any of the three (3) county solid waste facilities. There is no charge, for the first 2,000 lbs of household garbage at the facilities for residents who have paid the annual Solid Waste Disposal Assessment. There are restrictions of use at the convenience centers.

If you have any questions, please call the Solid Waste Division at (352) 754-4112.



## Solid Waste Single Family Unit Fee Schedule

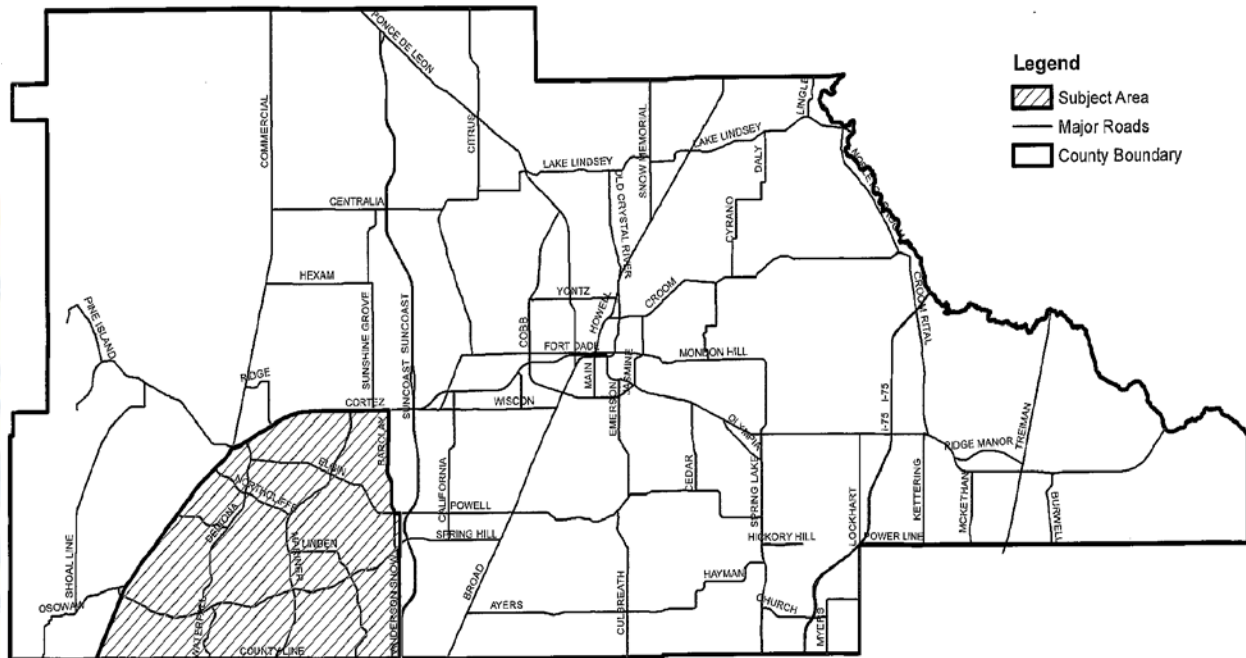
Month Certificate of Occupancy Issued	Amount Owed
January	\$ 63.42
February	\$ 57.83
March	\$52.05
April	\$ 46.27
May	\$ 40.48
June	\$ 34.70
July	\$ 28.92
August *	\$ 90.42
September *	\$ 85.16
October *	\$ 79.90
November *	\$ 74.65
December	\$ 69.40

## Solid Waste Multi Family Unit Fee Schedule

Month Certificate of Occupancy Issued	Amount Owed Two (2) Units	Amount Owed Three (3) Units	Amount Owed Four (4) Units
January	\$ 116.05	\$ 174.08	\$ 232.10
February	\$ 105.50	\$ 158.25	\$ 211.00
March	\$ 94.95	\$ 142.43	\$ 189.90
April	\$ 84.40	\$ 126.60	\$ 168.80
May	\$ 73.85	\$ 110.78	\$ 147.70
June	\$ 63.30	\$ 94.95	\$ 126.60
July	\$ 52.75	\$ 79.13	\$ 105.50
August *	\$ 164.97	\$ 247.45	\$ 329.93
September *	\$ 155.38	\$ 233.06	\$ 310.75
October *	\$ 145.78	\$ 218.68	\$ 291.57
November *	\$ 136.19	\$ 204.29	\$ 272.38
December	\$ 126.60	\$189.90	\$ 253.20

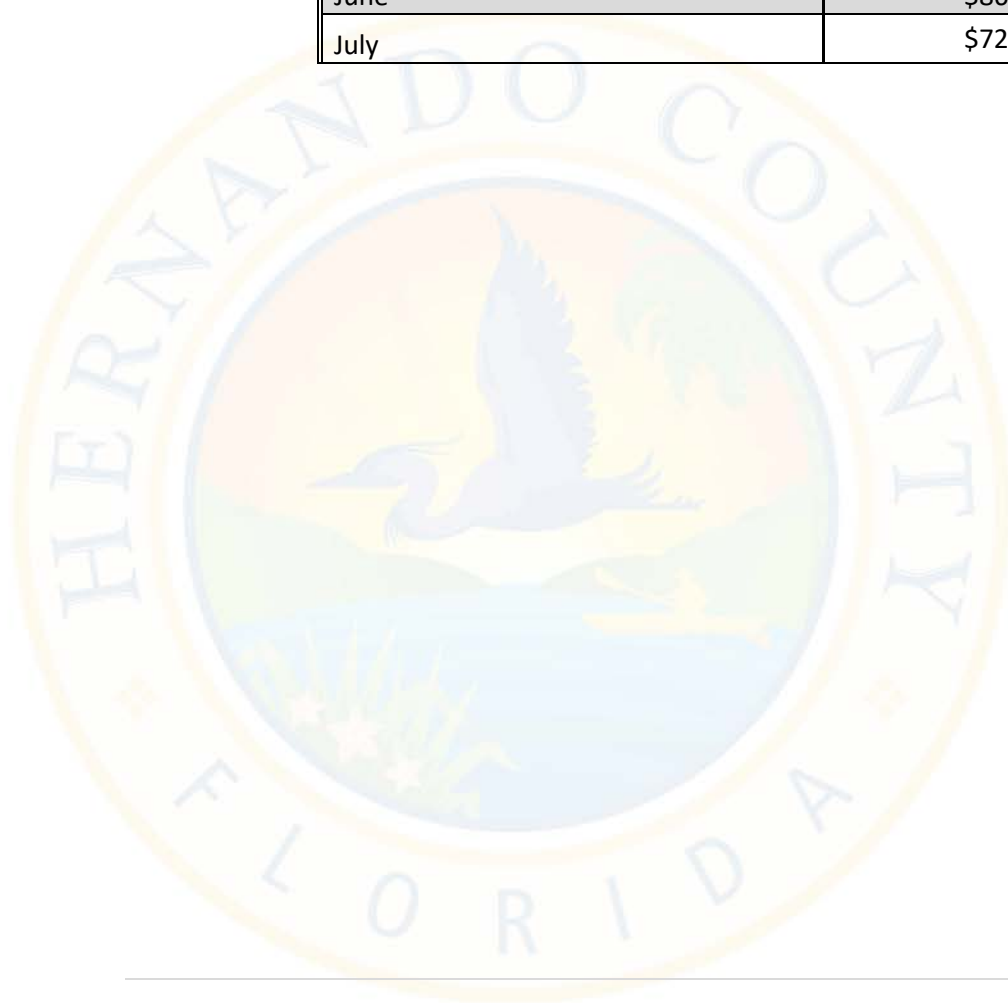
If you live in the mandatory area of Spring Hill, garbage collection is mandatory, and you are required to contract with Republic Services, Inc.

From the point of beginning at US Highway 19 and County Line Road, North on US Highway 19 to State Road 50, then East on State Road 50 to Barclay Avenue, then South on Barclay Avenue to Powell Road, then East on Powell Road to the Northwest corner of Section 14, then South along the Western boundary of Sections 14, 23, 26, and 35 to County Line Road, then West on County Line Road back to the point of beginning. All section numbers used above are in Township 23, Range 18 East.



## SW Hernando County Garbage Collection MSBU Assessment Fee Schedule

Month Certificate of Occupancy Issued	Single Family Unit Prorated Assessment
August *	\$230.40
September *	\$216.00
October *	\$201.60
November *	\$187.20
December	\$172.80
January	\$158.40
February	\$144.00
March	\$129.60
April	\$115.20
May	\$100.80
June	\$86.40
July	\$72.00





# HERNANDO COUNTY NEW 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)

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 Building Division**  
**789 Providence Blvd.**  
**Brooksville, FL 34601**  
**Phone: (352)754-4050 | FAX: (352)754-4416**

**HERNANDO COUNTY BUILDING DIVISION  
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)

## 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** \_\_\_\_\_

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)

**Hernando Co. Bldg. Dept.**  
**789 Providence Boulevard**  
**Brooksville, Florida 34601**  
**(352) 754-4050 | Fax: (352) 754-4416**

## OWNER BUILDER DISCLOSURE STATEMENT

Florida Statutes 455.228(1)

### Homeowners hiring unlicensed contractors may be subject to a fine of up to \$5,000.00

To qualify for exemption under any of the following subsections, an owner must personally appear and sign the building permit application. A power of attorney cannot be accepted.

#### Disclosure Statement - Statement required by Florida Statute 489.103(7)

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.

\_\_\_\_\_Initial

2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.

\_\_\_\_\_Initial

3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.

\_\_\_\_\_Initial

4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease, unless I am completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.

\_\_\_\_\_Initial

5. I understand that, as the owner-builder, I must provide direct, on site supervision of the construction.

\_\_\_\_\_Initial

6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.

\_\_\_\_\_Initial

7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

\_\_\_\_\_Initial

8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

\_\_\_\_\_Initial

9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

\_\_\_\_\_Initial



10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 850-487-1395 or [www.myfloridalicense.com/dbpr/consumers.html](http://www.myfloridalicense.com/dbpr/consumers.html) for more information about licensed contractors. I also may contact Hernando County Building Division at 352-754-4050.

\_\_\_\_\_Initial

11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address: \_\_\_\_\_

\_\_\_\_\_Initial

12. I agree to notify Hernando County Building Division immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

\_\_\_\_\_Initial

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

\_\_\_\_\_Initial

**Disclosure Statement-(Electric)-Statement Required by Florida Statute 489.503(6)** State law requires electrical contracting to be done by licensed electrical 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 electrical contractor even though you do not have a license. You may install electrical wiring for a farm outbuilding or a single-family or duplex residence. You may install electrical wiring in a commercial building the aggregate construction costs of which are under \$75,000. The home or building must be for your own use and occupancy. It may not be built for sale or lease, unless you are completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. If you sell or lease more than one building you have wired yourself within 1 year after the construction is complete, the law will presume that you built it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person as your electrical contractor. Your construction shall be done according to building codes and zoning regulations. 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.

\_\_\_\_\_Initial

**FLORIDA STATUTE 92.525 VERIFICATION OF DOCUMENTS; PERJURY BY FALSE WRITTEN DECLARATION, PENALTY. - (3)A PERSON WHO KNOWINGLY MAKES A FALSE DECLARATION UNDER SUBSECTION (2) IS GUILTY OF THE CRIME OF PERJURY BY FALSE WRITTEN DECLARATION, A FELONY OF THE THIRD DEGREE, PUNISHABLE AS PROVIDED IN S. 775.082, S. 775.083, OR S 775.084.**

**UNDER PENALTIES OF PERJURY I DECLARE THAT 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 & FLORIDA STATUTES.**

\_\_\_\_\_  
Property Owner's 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.

\_\_\_\_\_  
Signature of Notary Public

(SEAL)

**CONDITIONAL AFFIDAVIT FOR CERTIFICATE  
OF OCCUPANCY AND NOTICE OF CODE VIOLATION**

**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** \_\_\_\_\_

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)

Permit Number \_\_\_\_\_  
Key Number \_\_\_\_\_

## NOTICE OF COMMENCEMENT

State of Florida  
County of Hernando

THIS AREA IS RESERVED FOR CLERK OF THE COURT CERTIFICATION

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Section 713. of the Florida Statutes, the following information is provided in this NOTICE OF COMMENCEMENT.

1. Description of property (*legal description*): \_\_\_\_\_

a) Street (*job*) Address: \_\_\_\_\_

2. General description of improvements: \_\_\_\_\_

3. Owner Information or Lessee information if the Lessee contracted for the improvement:

a) Name and address: \_\_\_\_\_

b) Name and address of fee simple titleholder (if different than Owner listed above) \_\_\_\_\_

c) Interest in property: \_\_\_\_\_

4. Contractor Information

a) Name and address: \_\_\_\_\_

b) Telephone No.: \_\_\_\_\_ Fax No.: (optional) \_\_\_\_\_

5. Surety (if applicable, a copy of the payment bond is attached)

a) Name and address: \_\_\_\_\_

b) Telephone No.: \_\_\_\_\_

c) Amount of Bond: \$ \_\_\_\_\_

6. Lender

a) Name and address: \_\_\_\_\_

b) Telephone 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:

a) Name and address: \_\_\_\_\_

b) Telephone No.: \_\_\_\_\_ Fax No.: (optional) \_\_\_\_\_

8.a. 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.

b) Phone Number of Person or entity designated by Owner: \_\_\_\_\_

9. Expiration date of notice of commencement (the expiration date may not be before the completion of construction and final payment to the contractor, but will be 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.**

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

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

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_ as \_\_\_\_\_

(Name of Person)

(type of authority,....e.g. officer, trustee, attorney in fact)

for \_\_\_\_\_ (name of party on behalf of whom instrument was executed).

Personally Known  Produced ID

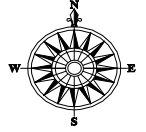
Type of ID \_\_\_\_\_

Notary Signature \_\_\_\_\_

Print name \_\_\_\_\_

NOTARY STAMP

HERNANDO COUNTY BUILDING DIVISION  
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.

## Pocket Penetrometer Test

X \_\_\_\_\_

X \_\_\_\_\_  
↑

X \_\_\_\_\_

- Test the perimeter of the home at six (6) locations.
- Take the reading at the depth of the footer.
- Using 500 LB increment, take the lowest reading and round down to that increment.

X \_\_\_\_\_



Perimeter

X \_\_\_\_\_



Test Locations

X \_\_\_\_\_

This Site Rounded Down to \_\_\_\_\_ PSF

- **Test must be performed by a licensed installer.**

Date Tested: \_\_\_\_\_

Licensed Installer Name: \_\_\_\_\_

License Number: \_\_\_\_\_

I hereby certify that this test was performed at the address.

\_\_\_\_\_  
Licensee Signature

**Hernando County Building Division**  
789 Providence Blvd.  
Brooksville, FL 34601  
Phone: (352)754-4050 | FAX: (352)754-4416

Application No.: \_\_\_\_\_  
 Lot/Block/Unit/Subdivision: \_\_\_\_\_  
 \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

Approved per County Landscape Ordinance (Department use only)  
 Date: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Trees Required: \_\_\_\_\_

**LANDSCAPE CLEARING PLAN APPLICATION**

Square footage of property \_\_\_\_\_ SF  
 Percentage of natural vegetation preserved \_\_\_\_\_ %  
 Number of Specimen or Majestic trees proposed for removal \_\_\_\_\_

**NOTE: ANY SPECIMEN OR MAJESTIC TREE MUST BE GRANTED A PROTECTED TREE REMOVAL PERMIT PRIOR TO THE REMOVAL.**

\*\*\*\*\*

**Please acknowledge by initialing spaces below.**

No more than 50% percent of the landscaped areas can be irrigated turf grass. \_\_\_\_\_  
 SPECIMEN TREE- A tree with a DBH of eighteen (18) inches or greater but less than thirty-six (36) inches. \_\_\_\_\_  
 MAJESTIC TREE- A tree with a DBH of thirty-six (36) inches or greater. Palm trees shall be excluded. \_\_\_\_\_

Trees to be planted must be a minimum size of two (2) inches in caliper and half must be shade trees. \_\_\_\_\_  
 I, understand that this is a synopsis of Ordinance 2008-02, which was adopted by the Board of County Commissioners and is not inclusive of all landscape requirements and restrictions contained in the Ordinance. These requirements are subject to amendment by the BCC. I, also understand it is the applicant's responsibility to ensure that all sections of Ordinance 2008-02 are complied with. \_\_\_\_\_

\_\_\_\_\_  
 Signature of Owner or \_\_\_\_\_  
 Signature of Contractor

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

## **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**

<b>Residential Lot Size</b>	<b>Minimum Number of Preserved or Planted Trees</b>
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 DIVISION**  
789 Providence Blvd.  
Brooksville, FL 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)