



Alachua County Department of Growth Management

Building Division

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Alachua County Mobile Home Inspection Guide

This form is intended as a basic guide and does not cover all codes that may be relevant to your project.
This form shall be provided to applicants at time of permit issuance.

All work shall comply with The Florida Building Code, and manufacturer installation instructions enforced at the time of application. Code sections can be found at the Florida Building Commission webpage

Minimum Plan Review Requirements

Per current edition of FBC-R 107.2, and Building Official determinations: All documents are required to be submitted electronically in .PDF format. Construction plan documents shall be drawn to scale, dimensioned and drawn upon suitable material, sized to be legible. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the Florida Building Code, all relevant laws, ordinances, rules and regulations, as determined by the Building Official

Required submittal documents: (may vary depending on scope of project)

1. Site Plan, drawn to scale, and including the owner's name, project address, North arrow, property boundaries, adjacent roadways, sidewalks and driveways, building setbacks, locations of wells and septic systems, flood zone designation (if known), minimum finished floor elevation (if required), as well as all proposed and existing structures on the property dimensioned sufficiently for plans review.
2. Manufacturer's installation manual showing blocking, anchoring, foundation and tie down specifications.
3. Health department permit or proof of application for a permit.
4. A completed mobile home installation worksheet including installer information.
5. Mobile home installer affidavit. Penetrometer affidavit, Torque affidavit.
6. Recorded Notice of Commencement must be uploaded to Citizenserve before inspections can be scheduled if the cost of the project is \$5,000 or more. Florida Statutes 713.135
7. Documents required on site: - We require that all approved permit documents be on site for the inspector. Poor signal, or time constraints may prevent the inspector from accessing them on Citizenserve and may result in a failed inspection.

Inspection Requirements

0985 – All Trades Underground

This inspection can be split into 2003 – Electric Underground and 4395 – Plumbing underground if preferred.

What is inspected:

1. All underground work must be exposed for inspection. Site tubes and holes are not allowed.
2. Sanitary lines to sewer or septic must be properly supported and sloped 1/8" per foot. FBC P3005.3.
3. Water service pipes must be at least 12" below grade or protected from freezing per FBC P2603.5
4. If not under working pressure water lines to be pressurized per FBC P2503.7
5. All electric service wiring shall be protected in conduit to 24" below grade. NEC 300.5

An "Approved" result allows the contractor to continue to the next inspection.

A "Failed" or "Failed w/ fee" result will be entered if any of the above items are deficient. Corrections will need to be made, and fees paid before another inspection is scheduled.

If this inspection is missed or skipped it will result in future inspections being failed until work is exposed for inspection.

2045 – Semi perm (optional, and can be combined with 0985 inspection)

What is inspected: See our semi perm inspection checklist for full list of items.

This inspection can be scheduled if you would like to get electricity connected prior to final inspection.

1. Electric service and feeders are installed per NEC Article 550. Exterior service must be structurally independent from mobile home, 100 Amp minimum, within line of site of home, SPD installed.
2. Electric service should be grounded with 2 ground rods 6' apart. Rods and clamps must be visible at this point NEC 250.52.
3. Service disconnect installed and labeled as emergency disconnect. NEC 2230.70 (B).
4. Feeders to load center are properly sized and protected.
5. Conduit from exterior disconnect to load center is sealed NEC 300.5 (G).
6. Connection of feeders to lugs is properly torqued and marked NEC 110.14 (D)

No electrical work is inspected past feeder lugs, the rest of the mobile home is factory certified as compliant and is outside of the jurisdiction of Alachua County.

An "Approved" result allows the contractor to continue to the next inspection and the utility company will be notified.

A "Failed" or "Failed w/ fee" result will be entered if any of the above items are deficient. Corrections will need to be made, and fees paid before another inspection is scheduled.

7030 – Health Department Release

What is inspected:

1. This inspection of the septic tank is completed by the Health Department and a certificate is provided. Alachua County only verifies that the certificate has been issued and is uploaded to the documents folder of your permit. This inspection must be approved before a final inspection can be approved.

9000 – Final Inspection (this inspection may be grouped with 1185 inspection)

Permit documents, and Mobile Home installation manual are required to be on site.

What is inspected:

General:

1. 911 address is posted at the road and at house if the house is more than 50' from the road.
Minimum 3" high letters in contrasting color to background surface
2. Site is graded to prevent ponding under the home and will drain away from the home.
3. Licensed mobile home installer decal placed near HUD placard, signed and dated by installer.
4. Axels and towing assembly have been removed
5. Exterior inspection looking for visible damage from transportation and shipping.
5. Home cannot be skirted until after this inspection is approved.

Set Up:

1. Inspector will need access to the home set up manual. Inspection cannot be started without it.
2. 6 mil vapor barrier installed under entire home.
3. Piers and blocking verified correction location, plumb, properly shimmed and on specified footing.
4. Anchorage installed per manual, properly tensioned and secured.
5. Marriage line (if existing) is properly secured per manual.
6. Belly wrap of 6 mil vapor barrier installed.

Electrical: All semi perm requirements plus...

1. Service conduit, or cable, properly secured and protected. Not installed on the ground. NEC 230.51
2. If multi-unit, a bonding jumper connecting frame to frame per NEC 550.16
3. Disconnects provided for well, HVAC, or other equipment installed within sight. NEC 440.14

Plumbing:

1. Department of Health septic permit certificate, or connection to public utility is provided.
2. Proper slope 1/8" or 1/4" positive drainage depending on pipe size. If using PVC strapping and not connecting both ends to a framing member bolts with nuts and bolts or a zip tie are required. Using deck screws and nails only are prohibited.
3. Sanitary cleanout provided with 18" of the perimeter of home.
4. Water supply shutoff valve at connection to home.
5. All water lines above grade protected from freezing by using insulation.

Stairs/landings: Drawings required, but not required to be engineer sealed

1. All exterior doors shall have stairs and landings complaint with FBC R311.7.
2. Minimum 36" in width
3. Max riser height of 7-3/4" with a max variance of 3/8" from largest to smallest step.
4. Open risers are not permitted over 30".
5. Treads shall be a minimum of 10" in depth with nosing projection between 3/4" and 1 1/4".
6. A landing at the top and bottom of stairs shall be 36" deep and at least the width of the stairs.
7. Handrail height shall be between 34 and 38", shall be of appropriate grip size, and shall be returned to or terminate so as not to create a projection.
8. Guardrails will be at least 36" in height.
9. No openings greater than 4" between balusters, treads, rails, etc. when height is above 30".
10. Proof of termite treatment is required per FBC 1816

An "Approved" result on the final inspection will result in closing the permit.

A "Failed" or "Failed w/ fee" result will be entered if any of the above items are deficient. Corrections will need to be made, and fees paid before another inspection is scheduled.

Potential additional inspections:

- If a deck or covered porch is being built over and above stairs and a landing, it will require a separate permit.
- Electric service to a well or other separate structure will require a separate permit.

This form is only a guide to common inspection items, every job is different and will have different code requirements. If you are unsure if you can meet code compliance, or are unsure of any of the requirements of this document, please contact the Alachua County Building Department.