

HOLMES COUNTY, FLORIDA  
MOBILE HOME SET-UP CODE

ORDINANCE NO. 90-03

AN ORDINANCE ESTABLISHING A MOBILE HOME SET-UP CODE, ADOPTING REGULATIONS FOR THE INSTALLATION OF MOBILE HOMES IN HOLMES COUNTY AS DWELLING PLACES: PROVIDING FOR THE ADMINISTRATION OF THE CODE: REQUIRING PERMITS FOR THE PERFORMANCE OF WORK UNDER THE CODE: PROVIDING REGISTRATION REQUIREMENTS FOR PERSONS PERFORMING SUCH WORK FOR OTHERS: PROVIDING A FEE SCHEDULE: PROVIDING PENALTIES FOR VIOLATIONS: PROVIDING FOR SEVERABILITY: AND PROVIDING AN EFFECTIVE DATE.

SECTION 1 - TITLE AND SCOPE

This ordinance shall be known as the "Mobile Home Set-Up Code" and shall be referred to hereafter as "This Code". This code shall apply to all mobile homes, as defined in Chapter 320, Florida Statutes, used for dwellings which are located or placed in use on any site within the jurisdictional limits of Holmes County, Florida.

SECTION 2 - PURPOSE AND CONTENT

This code is necessary to protect the public health, safety and welfare by providing uniform standards to be followed when mobile homes are set-up and used for dwelling units within the jurisdictional limits of Holmes County. The standards established herein for set-up of mobile homes shall include the blocking and tying down of the mobile home, and the proper connection of potable water, electricity and waster water facilities. This Code also addresses the matter of who shall be allowed to perform the work required to properly set-up a mobile home so that the occupant shall have the fullest protection possible against subsequent failure of essential services. Standards and Requirements of this Code shall apply to all mobile home dwelling units whether on occupant lots or rental lots, including spaces in rental parks.

SECTION 3 - ADMINISTRATION

The provisions of this Code shall be administered by the Building Official as the head of the Holmes County Building Codes Department, hereinafter called the Department.

SECTION 4 - PERMIT

The permit required by this ordinance shall be called a Mobile Home Set-Up Permit. Fees for this permit are established in other sections of this Code.

SECTION 4.1 - PERMIT REQUIRED

No person, firm or corporation shall locate or place in use, as a dwelling place, a mobile home on any site within the jurisdictional limits of Holmes County without:

- (a) First obtaining a set-up permit from the department; and
- (b) Complying with the standards herewith established; and
- (c) Obtaining approval for occupancy from the Building Official

No property owner shall permit any other person, firm or corporation to locate or place in use, as a dwelling place, a mobile home on the said owner's property within the jurisdictional limits of Holmes County unless

said mobile home is so located or placed in use in accordance with the requirements of this ordinance.

**SECTION 4.2 - PERMIT APPLICATION**

The owner of a mobile home, or his agent, shall apply to the Department for the set-up permit. Application for permit shall name the registered contractor who will perform the work, if set-up work is to be performed by other than the owner, or shall state that the owner will perform the work if the owner intends to do so and is entitled to do so under the provisions of this ordinance.

**SECTION 4.3 - WHO SHALL PERFORM WORK**

The set-up work, which is to be performed under the permit, may only be performed by the following:

- (a) The registered set-up contractor named in the permit; or
- (b) The owner of the mobile home who sets up the mobile home for the purpose of immediate occupancy by himself.

**SECTION 4.4. - REVOCATION OF PERMIT**

Any permit issued under this code may be revoked by the Department at any stage of completion upon a finding of any of the following circumstances:

- (a) Misrepresentation or omission of facts required for the permit; or
- (b) Work being performed by persons not authorized by this ordinance or not properly supervised by authorized persons; or
- (c) Permit issued in error where no authority for such issuance exists; or
- (d) Work being performed in violation of the provisions of this ordinance; or
- (e) Registration of contractor named on the permit becomes void for any cause.

**SECTION 5 - REGISTRATION OF CONTRACTORS**

No person contracting for the performance of Set-up work under this ordinance shall be issued a set-up permit until the following provisions have been met.

- (a) The Contractor shall be registered with the Department as a "Mobile Home Set-up" Contractor.
- (b) It shall be required of every person before engaging in the business or trade of work within the scope of this ordinance, from the effective date of this ordinance, to execute and deliver to the Department his bond, payable to the County in the sum of \$1,000.00, to be approved as to form by the County Attorney and to be approved as to surety by the Board of County Commissioners, with a responsible surety company, duly authorized to do business in the state as surety. Such bond shall be conditioned upon the faithful discharge of the duties of such person as a "Set-up Contractor", in the doing of all work within the scope of this ordinance, and to indemnify and save harmless the County against any and all loss or damage that may accrue to it on account of the negligence or carelessness of the "Set-up Contractor" in the doing of all work within the scope of this ordinance, and to indemnify the County for all costs of proceedings involving violations of this Code by such person or

his employees.

The bond required above shall be filed annually, or in lieu of filing a new bond, such applicant shall file with the County a certificate of surety on such bond that the bond previously filed by such applicant is continued in force and effect.

#### SECTION 6 - ILLEGAL WORK-SUSPENSION OR REVOCATION OF CERTIFICATE

Any person engaged in the mobile home set-up business whose work does not conform to the standards set out in this ordinance, or whose workmanship or materials are of inferior quality, shall on notice from the Department make necessary changes or corrections at once so as to conform to this Code; if work has not been changed after ten (10) days notice from the Department, the Department may then refuse to issue any more permits until such work has fully complied with the standards of this code, and take other means as deemed necessary to secure correction for existing violations.

The Department may appear before the Board of County Commissioners, and request that the Registration of a "Mobile Home Set-up Contractor" be suspended or revoked because of continuous violations. When the suspension or revocation of such certificate is to be considered at any meeting, the person to whom the the registration has been issued shall have at least three (3) days notice in writing of the time and place of such meeting, together with a statement of the grounds upon which it is proposed to suspend or revoke such certificate.

The grounds for suspension, or permanent revocation, shall be based on the judgment of the Board of County Commissioners as necessary for the protection of the public and the welfare of the industry where one or more of the following causes are found:

- (a) Misrepresentation of any material fact in the application for a certificate or permit.
- (b) Performance of mobile home set-up work in a negligent, or incompetent manner.
- (c) Engaging in the business of mobile home set-up service in violation of this ordinance.
- (d) Misrepresentation of the requirements of this code in order to obtain a contract or increase the scope of work in any contract for mobile home set-up work.
- (e) Allowing any unqualified person to secure a permit using the certificate holder's name and registration.

Any person aggrieved by action of the Department shall the right of appeal to the Board of County Commissioners for arbitration of the disagreement.

#### SECTION 7 - STANDARDS FOR SET-UP OF MOBILE HOME

##### (1) Seal of Approval

- (a) All mobile homes, which are required by the Uniform Standards Code for Mobile Homes (FS320.831 - 320.832) or other general laws of the State of Florida, to bear the seal of approval and certification described therein, must bear such seal and certification in order to be installed in Holmes County.

##### (2) Anchor Specifications

- (a) Anchors, components, etc., must meet the minimum requirements of Section 320.8325 Florida Statutes, Chapter

15-C 1.10, Rule of Division of Motor Vehicles or other applicable general laws of the State of Florida relating thereto.

(3) Minimum Blocking Standards

(a) Pier foundations shall be installed directly under the main frame (or chassis) of the mobile home. The piers shall not be further apart than ten (10) feet on centers, and the main frame, front or back shall not extend further than two (2) feet beyond the center line of the end piers.

(b) All grass and organic material shall be removed and the pier foundation placed on stable soil. The pier foundation shall be a 16" x 16" x 4" solid concrete pad, pre cast or poured in place, or equivalent.

(c) Piers up to a maximum of twenty-four (24) inches in height may be pre-cast concrete, tapered piers (minimum pier top, 8" X 10"), placed above the foundation. A 2" X 8" x10" pressure treated wood plate will be placed on top of the pier with shims fitted and driven tight from both sides of the I-Beam, between the wood plate and the main frame. Shims shall not occupy more than one (1) inch of vertical space.

(d) Piers up to a maximum of forty (40) inches in height must be constructed (except as permitted in (c) above) of regular 8" x 8" x 16" concrete blocks, open cells (with open cells vertical) or solid blocks, placed above the foundation. A 2" x 8" x 16" pressure treated wood plate shall be placed on top of the pier with shims fitted and driven tight from both sides of the I-Beam, between the wood plate and the main frame. Shims shall not occupy more than one (1) inch of vertical space. Single tiered block piers shall be installed perpendicular to the main I-Beam.

(e) Piers over forty (40) inches in height, and end piers over 24" high, up to a maximum of eighty (80) inches in height must be constructed of double tiered, interlocked, regular 8" x 8" x 16" concrete blocks, open cells (with open cells vertical) or solid blocks, placed above the foundation. Piers shall be capped with a 4" x 16" x 16" solid concrete block. and a 2" x 8" x 16" pressure treated wood plate placed on top of the solid cap block shall be optional. Shims shall be fitted and driven tight from both sides of the I-Beam, directly under the I-Beam. Shims shall not occupy more than one (1) inch of vertical space.

(f) Piers over eighty (80) inches in height will not be allowed. If the proposed location of a mobile home is such that a foundation height of over eighty (80) inches is required, it shall be constructed of 8" masonry foundation walls, located directly under the I-Beams, and constructed in accordance with the requirements as set forth in the Southern Standard Building Code, 1973 edition.

(4) Tie-Down Specifications

(a) All tie-down straps shall be 1 1/4" x .035" galvanized (.30 oz. per sq. ft.) steel strap conforming to federal spec. QQ-S-781F, Type 1, Class B, Grade 1 (or equivalent).

(b) All frame ties shall be secured to the main steel

beam that runs the length of the home and shall be installed at each end of the home and at twelve (12) feet intervals.

(c) Mobile homes having a permanent type structure adequate to provide structural rigidity and stability, meeting the design loads for hurricane zones as specified in the ANSI All9.1 standards. of twenty-five (25) pounds horizontal and fifteen pounds uplift, and extending a minimum of two-thirds (2/3) of the length of the mobile home to which it is attached, shall be deemed to have complied with the tie-down standards.

(5) Plumbing Connections

(a) Plumbing connections or piping other than the basic connection from the lawfully installed potable water supply connections to the mobile home and the connection from the lawfully installed sewer riser to the mobile home are outside the scope of set-up work and shall be performed either by a person who is both owner and occupant of that mobile home or by a plumbing contractor properly registered and certified by the Department. All work shall be done in accordance with the Holmes County Plumbing Code, and no work shall be done until a permit is obtained.

(6) Electrical Connections

(a) Electrical work other than the basic connection of the mobile home panel to the mobile home service pole is outside the scope of set-up work and shall be performed either by a person who is both owner and occupant of that mobile home, or by an electrical contractor properly registered and certified by the Department. All work shall be done in accordance with the Holmes County Electrical Code, and no work shall be done until a permit is obtained.

SECTION 8 - ADDITIONS

The construction of additions to or alterations of mobile homes shall be in accordance with the applicable Holmes County Building Code, Plumbing Code, Electrical Code, and Mechanical Code.

SECTION - 9

The following fee schedule is established for the permits required by this Ordinance:

Mobile Home Set-up	\$40.00
Re-inspection	15.00

The required fee may be doubled when mobile home set-up is started prior to obtaining a permit.

These fees are in addition to, and not in lieu of, any permit fee required under any other codes.

SECTION 10 - REQUEST FOR INSPECTION

The person to whom the set-up permit is issued shall ensure that all work is completed prior to requesting an inspection. If all work is not completed at the time of inspection, the mobile home set-up shall be rejected and a \$15.00 re-inspection fee may be imposed.

SECTION 11 - PENALTIES

Any person, firm, or corporation violating any of the provisions of this Ordinance shall be prosecuted by the prosecuting officer in Holmes County, Florida, having authority to prosecute misdemeanors, and, upon conviction in a court having jurisdiction of misdemeanors, shall be punished by a fine not to exceed Three Hundred Dollars (\$300.00), or by imprisonment in the County Jail not to exceed sixty (60) days, or by both such fine and imprisonment.

Section 12 - SEVERABILITY

If any section, subsection, sentence, clause or phrase of this Ordinance, for any reason, is held to be unconstitutional, void or invalid, the validity of the remaining portions of said Ordinance shall not be affected thereby.

SECTION 13 - REPEALER

All ordinances or parts of ordinances in force at the time that this Ordinance is adopted shall remain in force except those which are specifically known to be in conflict with this ordinance shall be hereby repealed.

Nothing in this Ordinance or in the Code hereby established shall be construed to affect any suit or proceeding now pending in any court, or any rights accrued or existing under any act or ordinance repealed hereby.

SECTION 14 - EFFECTIVE DATE

This Ordinance shall take effect upon receipt of official acknowledgment from the the Office of the Secretary of State of the State of Florida that said Ordinance has been filed in said office.

ATTEST: Cody Taylor  
CLERK

HOLMES COUNTY BOARD OF  
COUNTY COMMISSIONERS

Wayne Marsh  
CHAIRMAN

Date approved: July 16, 1990