

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT DIVISION OF INSPECTIONS

3095 Crawfordville Highway Crawfordville, FL 32327
Office: 850-926-7636 Fax: 850-926-8086

DCA-APPROVED MANUFACTURED HOMES

Wakulla County Ordinance No: 99-3 requires that all DCA manufactured homes located in zoning districts which allow single family dwellings only, must be installed or constructed on masonry enclosed foundations: stemwalls, monoslab, or elevated on pilings.

Must Have Copy of Recorded Deed	Clerk of Court
Approved Site Plan	Show size and orientation (North Arrow) and all existing and proposed structures on the lot in the relation to property lines.
Development Permit Application (DPA)	Planning & Zoning (850)926-3695
Property Owner's Affidavit	If the owner is obtaining this permit, form must be signed & notarized
Septic Tank Permit or Sewer Concurrency Letter	Environmental Health (850)926-0401ex;6 Utility Department (850)926-7616
Soil Boring Report	Sealed reports
Energy Forms (E.P.I.) & Manual J Forms	A/C Contractor or Design Specialist (Normally included from manufacture.)
2 Sets of Plans	Sealed from Architect or Engineer Florida Certified. (From Manufacture)
2 Wind Load Analysis	
2 Complete sets of Foundation plans	Sealed from Florida Certified Engineer
2 Truss Layouts	Must have up lifts and reactions: from manufacture
Flood Zone Elevation Certificate In progress of Construction & Final Elevation on FEMA Form 81-31 January 2009	Certified Surveyor (Required if in flood zones A, A#, or V.)
Wakulla County V Anchoring Certificate	V-Zones Anchoring Certificate Sealed, if in V Flood zone
Sub Contractors List	If using subs, this form must be filled out and signed.
Notice of Commencement	As of July 1, 2006 the N.O.C. is no longer required at the time of pick up, However NO inspections will be given until we have an <u>original blue or red stamped copy</u> on file in our office from the clerk of court.
Impact Fee Exemption	You can only qualify for this if you are replacing or removing an existing structure. Do not remove the home without it being inspected by the Building Department.