

MADISON COUNTY BUILDING DEPARTMENT  
229 S.W. PINCKNEY STREET • RM 219  
MADISON, FLORIDA 32340

**Mobile Home Pre-Inspection Application**

Owner's Name \_\_\_\_\_ Owner's Phone Number \_\_\_\_\_

Owner's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Owner (if different from owner of mobile home) \_\_\_\_\_

Property Owner's Address \_\_\_\_\_

Year of Mobile Home \_\_\_\_\_ Manufacturer of Mobile Home \_\_\_\_\_

Size of Mobile Home:  
\_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Single \_\_\_\_\_ Double \_\_\_\_\_ Triple

**Pre-Inspection Checklist**

1.  Title, Registration, Bill of Sale
2.  Data Plate Serial Number: \_\_\_\_\_
3.  HUD Label Number
4.  Wind Zone II Verification
5.  Copy of Deed and / or Notarized Permission to Park
6.  Mobile Home Installer: \_\_\_\_\_
7.  Zoning Compliance Form

**NOTE: THE BUILDING INSPECTOR MUST HAVE ACCESS TO THE INTERIOR OF THE HOME FOR THE INSPECTION. IF ANY PERSONAL POSSESSIONS ARE INSIDE, THE HOMEOWNER MUST BE PRESENT FOR THE SCHEDULED INSPECTION.**

**PLEASE PROVIDE ACCURATE DIRECTIONS:**

Location of Mobile Home (before pre-inspection if local):

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Location of Mobile Home (where mobile home will be placed permanently):

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**Note:** The pre-inspection permit allows the moving of a mobile home from one location to where it will be setup permanently. Once the mobile home is onsite, it must remain on wheels until a pre-inspection of the mobile home is conducted by the Building Inspector. Once the pre-inspection has passed and the setup permit is issued, then the mobile home can be setup onto the property. Failure to obtain a setup permit before the tie down of a mobile home could result in a double permit fee and \$100 fine.

I hereby acknowledge that I have read and completely understand all of the above. I further acknowledge that all of the information submitted is accurate to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Notary Public, State of Florida:

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

\_\_\_\_\_  
Commission No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personally Known

\_\_\_\_\_  
Produced Identification • Type of Identification Produced \_\_\_\_\_

# AFFIDAVIT

## MOBILE / MANUFACTURED HOME PRE-INSPECTION REQUIREMENTS

The County of Madison Florida has a used mobile / manufactured home pre-inspection requirement. Prior to applying for a used mobile home installation permit, a used mobile /manufactured home pre-inspection must be performed.

When applying for a used mobile / manufactured home installation permit, a pre-inspection report signed by the Building Official must be part of the installation application package.

- If a pre-inspection reveals deficiencies, but is deemed to be repairable, a remodel and repair permit may be required. This determination will be addressed in the summary at the end of the checklist. If it is determined that a remodel and / or repair permit is required, the applicant is subject to obtain said permit prior to beginning the work. Remodeling and repair permits are valid for no more than ninety (90) days. No permit will be issued without first (or simultaneously) purchasing the move-on permit.

The permit fee is \$50.00 for the pre-inspection in addition to a \$5.00 processing fee. The minimum repair or remodel permit shall be \$50.00

By signing below, I acknowledge that I have read and understand the above information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permit Technician

\_\_\_\_\_  
Date

ADDENDUM TO PRE-INSPECTION AFFIDAVIT

Please initial each statement verifying that you understand and agree to the terms of this permit:

\_\_\_\_\_ I, the applicant, for this mobile/manufactured home pre-inspection, understand that I must comply with all additional ordinance requirements for the placement of my mobile/manufactured home.

\_\_\_\_\_ I, the applicant, understand that by having this pre-inspection completed by the Building Department that this in no way exempts me, the owner, from complying with other land use regulations, flood regulations, building codes, etc.

\_\_\_\_\_ I, the applicant, understand that the mobile/manufactured home brought into Madison County for a pre-inspection must remain on wheels ready for highway transport until such time that is accepted by the Building Department.

\_\_\_\_\_ I, the applicant, understand that if the Building Department accepts the mobile/manufactured home as adequate and other than a substandard housing unit, that a permit to place the mobile/manufactured home permanently onsite must be applied within **ten (10) days** from the date of the pre-inspection, or the mobile/manufactured home must be removed. Further, if the Building Department finds the mobile/manufactured home substantially damaged or deteriorated, I, the applicant, must have the mobile home removed from the property within **ten (10) days** from the date of such finding. A mobile/manufactured home will be considered substantially damaged or deteriorated when the cost of repairs is **50% or more** of the market value of the mobile/manufactured home unit as listed in a current copy of a NADA Mobile Home / Manufactured Housing Appraisal Guide used by the industry (banks, dealers, and appraisers).

\_\_\_\_\_  
Signature of Applicant / Owner

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commission No.

\_\_\_\_\_  
Notary Seal: