

ORDINANCE 2015 - 8

**AN ORDINANCE OF THE COUNTY OF PUTNAM RELATING TO THE REGULATION OF H.U.D. MANUFACTURED MOBILE HOMES AND PARK MODEL HOMES; PROVIDING FOR A SHORT TITLE; EXPRESSING INTENT; PROVIDING DEFINITIONS; ESTABLISHING PERMIT REQUIREMENTS; PROVIDING FOR GENERAL REQUIREMENTS; PROVIDING FOR INSPECTION PROCEDURE; PROVIDING FOR ENFORCEMENT AND PENALTIES; PROVIDING FOR CONFLICT AND SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Florida Statutes Section 320.8285 requires that each County prepare and adopt a plan for on-site inspection of each mobile home to ensure compliance with state and local codes; and

**WHEREAS**, Florida Statutes Section 320.8285 provides for installation standards for Mobile Homes; and Park Model Homes; and

**WHEREAS**, Florida Statutes Sections 320.8249, 489.103, 489.103 (7), 468, 471, and 481 provide license requirements, authority for license holder to perform specific work scope and for exemption; and

**WHEREAS**, the County's geographical location is subject to hurricanes and other severe weather disturbances resulting in high winds or flooding which have the potential for damaging and destroying property; and

**WHEREAS**, it is necessary to require set-up of mobile/manufactured and park model homes as provided herein in order to protect the health, safety, and welfare of the citizens of Putnam County, and;

**WHEREAS**, the Florida Building Code establishes administrative, and technical specification for the issuance of permits, collection of fees, issuance of Certificate of Occupancy, and inspection of construction; and

**WHEREAS**, the Florida Building Code establishes administrative process, and procedure for the issuance of stop work orders, injunctive relief, permit revocation, notice of correction and enforcement of technical codes; and

**WHEREAS**, the Putnam County Board of County Commissioners held the required public hearing on April 28, 2015, to consider this ordinance.

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS  
OF PUTNAM COUNTY, FLORIDA:**

**SECTION 1 – SHORT TITLE**

This ordinance shall be known and may be cited by the short title of “Putnam County Mobile/Manufactured Home Ordinance”.

**SECTION 2 - INTENT**

This ordinance is enacted with the intent of providing minimum standards and regulations for Mobile/Manufactured Homes in Putnam County in the interest of safety and well-being of the citizens, residents, and inhabitants of Putnam County. This ordinance shall apply to and be enforced within all areas of Putnam County not within the boundaries of any incorporated municipality of the County, unless provided for by an ordinance passed by the incorporated area’s governing body and appropriate inter-local agreement.

**SECTION 3 - DEFINITIONS**

In this ordinance, all terms other than those specifically defined below, shall be defined as provided in Florida Statutes Chapters 320, and 553.898, and Florida Building Code Chapter Two.

**Approved Inspection Agency:** As used in the text of this document, shall mean Florida license holder, holding General, Building, or Residential contractor, or Florida registered Architect/Engineer, or Florida Licensed Home Inspector, or Mobile Home Dealer/Installer, or via permit through local county or city building department.

**HOME:** As used in the text of this document, shall mean Mobile/Manufactured Home or Park Trailer as defined by Florida Statute 320.01.

**H.U.D:** United States Department of Housing and Urban Development.

**MOVE-ON PERMIT:** A construction permit issued by the Putnam County Building Department authorizing the placement and set-up of a home including, block, tie – down, levelling, electrical, plumbing, gas, mechanical connections and necessary egress components.

**NON-CONFORMING MOBILE HOME:** A Mobile Home which was lawful prior to the adoption or amendment of this ordinance but which fails by reason of the adoption or amendment of this ordinance to comply with the requirements as specified herein.

**PARK MODEL:** The “park trailer,” which is a transportable unit which has a body width not exceeding 14 feet and which is built on a single chassis and is designed to provide seasonal or temporary living quarters. The total area of the unit in a setup mode, when measured from the exterior surface of the exterior stud walls at the level of maximum dimensions, not including any bay window, does not exceed 400 square feet when constructed to ANSI A-119.5 standards, and 500 square feet when constructed to United States Department of Housing and Urban Development Standards.

**PROHIBITED HOME:** A non H.U.D. home constructed prior to June 30, 1976.

**Exemption:** Homes being involuntarily relocated and homes must meet current Wind Zone II Standards as stated in DMV Technical Advisory MH13-001

**ON-SITE OR SITE:** The location where a Mobile/Manufactured Home is either to be or is being installed as a dwelling.

**REMOVAL:** Means the operations performed at the property site which renders a Manufactured/Mobile Home or Park Model unfit for habitation or use. Such operations include, but are not limited to, transporting, positioning, disconnection of utilities, removal, and demolition.

**SET-UP:** Means the operations performed at the occupancy site which renders a Home fit for habitation. Such operations include, but are not limited to transporting, delivery, positioning, blocking, levelling, supporting, tie-down construction, poured foundation construction, installation of mechanical, electrical, plumbing, gas, connecting utility systems, construction of stairs and landings. Making minor adjustments, and assembling multiple or expanding units.

#### **SECTION 4 - PERMIT REQUIREMENTS**

**1. Permits:** Without first obtaining permits from the Putnam County Planning and Development Services, no person, contractor, or representative shall:

- a. Deliver, move a home on site or set up a home;
- b. Connect a home to a source of electricity or water or sewage disposal system, or gas system;
- c. Develop electric service, or water service, sewage disposal system, or gas system;
- d. Construct an addition to home; and

- e. Perform any structural, electrical, plumbing, or mechanical or gas installation after initial setup of a home that requires a permit.

**Exception:** Routine maintenance items such as checking and adjusting the level of the home, or minor roof patching, or repairing skirting, or minor maintenance repairs.

- 2. Application:** An application for required permit shall be made on forms prescribed by the Planning and Development Services. A mobile home dealer, or mobile home installer licensed by the State of Florida may obtain a permit. Permit application must be submitted in compliance with Florida Statute 713.135.

**Exception:** Owner Builder pursuant to Florida Statute 489.103 (7).

- 3. Plan Review:** A new home must be installed according to manufacturer's set-up manual. Used homes may be installed according to manufacturer's set up manual or in compliance with Florida Rule 15C-1. An applicant must submit a completed current Mobile Home Set-Up Work Sheet supplied by the Putnam County Building Department. New and used homes utilizing specialized tie-down systems, concrete foundation systems, and alternate methods of installation, must be supported by additional plans documents. Homes located in area of special flood hazard must provide supporting plans and specifications specific to that site installation.

- 4. Requirements for Used or Pre-owned Homes:** A Checklist, as provided by the Putnam County Planning and Development Services, shall be completed for all used or pre-owned homes prior to obtaining a construction permit. The Checklist shall contain items required under the Standard Housing Code, Chapter Three, and the H.U.D. Standards, as well as other minimum requirements for homes required by this ordinance. The Federal Mobile Home Construction and Safety Standards and the Mobile/Manufactured Home Repair and Remodeling Code 15C-2.0081, shall apply if in conflict with the Standard Housing Code. Any deficiencies identified as "not approved" in the Checklist shall be corrected by the owner or a licensed contractor. Deficiencies must be re-inspected before a Home permit application will be accepted.

- 5. Term:** The Putnam County used or pre-owned Mobile Home Checklist, when signed by the inspector or approved inspection agency as "Approved to Move", shall remain valid for a period of ninety days, during which time a Move-On Permit may be issued for relocating the home to its new site, provided all other applicable State and Local requirements are met.

- a. When a home is located outside of Putnam County, an Approved Inspection Agency may complete the Putnam County used or pre-owned Mobile/Manufactured Home Checklist. If a Home is to be brought into the county from another state, it must meet the wind load standards as provided for in H.U.D. Manufactured Home Construction and Safety Standards Act of 1994. If the home was manufactured prior to July 1994, the data plate must indicate that the home was built to the required standards for Wind Zone II or III.

**Exception:** A compliance certificate issued by an approved agency.

- b. Where home is located within Putnam County, the Checklist shall be completed by the Putnam County Building Code Administrator or his/her designee or an approved inspection agency.
- c. Licensed Mobile Home Dealers having occupational license in Putnam County may bring a used or pre-owned home to their appropriately zoned place of business prior to making repairs. Once the repair work is completed, the home must be inspected by the Building Code Administrator or his/her designee or an approved inspection agency.

## **SECTION 5 - GENERAL REQUIREMENTS**

- 1. **Skirting**, as described below is required before a final Certificate of Occupancy will be issued.
  - a. Skirting shall be designed or arranged to provide continuous ventilation in accordance with current Florida Building Residential Code.
  - b. Approved skirting material shall be arranged so as to prevent the passage of a four-inch sphere at any point and shall be constructed of the following materials:
    - i. Aluminum designed for use as skirting;
    - ii. Masonry Units;
    - iii. Concrete;
    - iv. Pressure Treated Wood;
    - v. Stucco;

- vi. Vinyl panel or vinyl decorative panels designed for use as skirting; and
- vii. Pressure Treated or Vinyl Plastic Lattice.

**Exception:** Specific application of material not listed above may be reviewed by the Building Code Administrator or representative.

- 2. **COMBINATION/MATING OF ADDITIONAL UNITS,** The joining together of two or more homes or sections of homes, when not originally manufactured and identified as matching units or designated as an expansion unit as designed by the mobile home manufacturer, shall be prohibited.
- 3. **USE OF RECREATIONAL VEHICLES,** Recreational vehicles, including travel trailers, camping trailers, truck campers, and motor homes, shall not be used as permanent quarters, dwelling units, or permanent habitable area in the unincorporated areas of Putnam County.
- 4. **PARK TRAILERS,** Park Trailers may only be sited in designated Recreational Vehicle Parks, and Mobile Home Parks.

#### **SECTION 6 - INSPECTION PROCEDURE:**

Two inspections shall be made by the Building Code Administrator or his designee:

- 1. **First Inspection:** the following construction elements or documents must be completed and present at this inspection:
  - a. Notice of Commencement;
  - b. Elevation Certificate when home is installed in a designated flood zone;
  - c. Block and Tie Down system;  
  
**Exception:** Poured in-place foundations require additional inspection prior to concrete pour.
  - d. Driveway access;
  - e. All required landing and stair construction; and
  - f. Mechanical, Electrical, and Plumbing rough and or ground rough.

**2. Second Inspection:** the following construction elements or documents must be completed and present at this inspection:

- a. Final Elevation Certificate when home is installed in a designated flood zone;
- b. All trenching covered;
- c. Skirting completed;
- d. Electric connected to home and energized;
- e. All trades construction completed;
- f. Stairs and landings final level; and
- g. Compliant 911 address.

#### **SECTION 7 - ENFORCEMENT AND PENALTIES**

Pre-inspection, inspection and enforcement of the provisions of this ordinance for new and used construction shall rest with the Putnam County Building Code Administrator or designees.

#### **SECTION 8 - CONFLICT AND SEVERABILITY**

Should this ordinance conflict with any other ordinance of Putnam County; or other applicable laws, the more restrictive shall apply. It is declared to be the Board's intent that if any section, sub-section, sentence, clause, phrase, or any portion of this ordinance is for any reason held invalid or un-constitutional, or inconsistent with law, by any court of competent jurisdiction, shall not affect the validity of the remaining portion thereof.

#### **SECTION 9 - EFFECTIVE DATE**

This Ordinance shall be effective upon receipt of official acknowledgment from the Department of State that said Ordinance has been duly filed.

**DONE, ORDERED, AND ADOPTED** by the Putnam County Board of County Commissioners  
this 28th day of April, 2015.

**BOARD OF COUNTY COMMISSIONERS  
PUTNAM COUNTY, FLORIDA**

BY: \_\_\_\_\_

Karl N. Flagg  
**KARL N. FLAGG, CHAIRMAN**

**ATTEST:**

Tim Smith

**TIM SMITH  
CLERK OF COURT**

