

## **MANUFACTURED HOUSING**

### **CHECKLIST FOR A PERMIT**

- **Driveway Permit:**
  - For projects off a county-maintained road, a permit can be obtained at Public Works located at 215 Water Oak Way, Hamilton, Georgia or call (706) 628-5850.
  - For projects off a state-maintained road, a permit can be obtained from Georgia D.O.T. at (706) 741-3605, Jarvis Sanders.
- **Complete Application for On-Site Sewage Management:**
  - You receive this from the Harris Co. Health Department. It is located on 210 Forest Hill Drive, Hamilton, Georgia or call (833) 337-1749.
- **A Copy of a Recorded Plat of the Property with the Clerk of Court's raised seal or an electronic certified copy with cover letter:**
  - These documents are available in the Clerk of Superior Court's Office (706) 628-4944. NOTE: If the property was subdivided, created, or conveyed prior to December 21, 1982, then a copy of the recorded deed and a tax map of the property will serve as a substitute for the recorded plat. The recorded plat should name the main road your driveway will exit onto, if not, a larger plat will be needed.
- **2 Site Plans (Must be drawn to scale and the following):**
  - Shape, proportion, and dimensions of the lot to be built upon.
  - Size, shape, and location of all structures to be built and all existing structures on the lot.
  - The distance from all property lines to the structure being built (setback & sidelines) and the distance between the structure being built, altered, or moved, and any existing structures.
  - The driveway should be drawn to show which road you will be exiting onto.
  - Show any required buffers and flood zones.
  - All soil and erosion measures. (silt fencing, mulched disturbed areas, etc.)
- **Two Sets of Complete Plans:**
  - Floor Plans, Elevations, and Porches/Decks.
  - Signed and stamped by the Health Department.
- **Completed Building Permit Application: (will be done in office by staff)**
  - The Applicant/Owner, address, phone number, and email address.
  - The legal description of property includes land lot, land district, and map & parcel.
  - Make, Model, Size, and Serial Number of the Manufactured Housing Unit.
- **Property Owner's Authorization Form: (see attached)**
  - Required if owner of Manufactured Housing Unit is not the property owner on which unit will be placed.
- **Electrical Permit:**
  - Electrical Permits must be pulled by a Georgia Licensed electrician, unless MHU permit was pulled by the homeowner then the electrical permit can be pulled by the homeowner.

**THE ABOVE INFORMATION IS NECESSARY TO MAKE CERTAIN THAT YOUR PERMIT APPLICATION WILL BE REVIEWED ACCURATELY AND PROMPTLY**

- ❖ Manufactured home installers must have a state installer's license & an occupational tax certificate. The office must have a current copy on file.

## Two Inspections

1. Footings, Tie Downs, Bond Wire, Vapor Retard Lay Downs and Service Pipe and Water Supply Connections
2. Permanent Power, Final, and Final Soil and Erosion
  - A. Underpinning as specified in county ordinance, Appendix A., Article 3, Section 329.01 (d) (2)
  - B. Permanent power must be ready
  - C. Includes porches & railings at all doors
    - a. Porches must be a minimum of 3 ft x 3 ft
    - b. Railings & stairs described below

**R312.1** Porches, balconies, ramps, or raised floor surfaces located more than 30 inches above the floor or grade below shall have guards not less than 36 inches in height. Open sides of stairs with a total rise of more than 30 inches above the floor or grade below shall have guards not less than 34 inches in height measured vertically from the nosing of the treads.

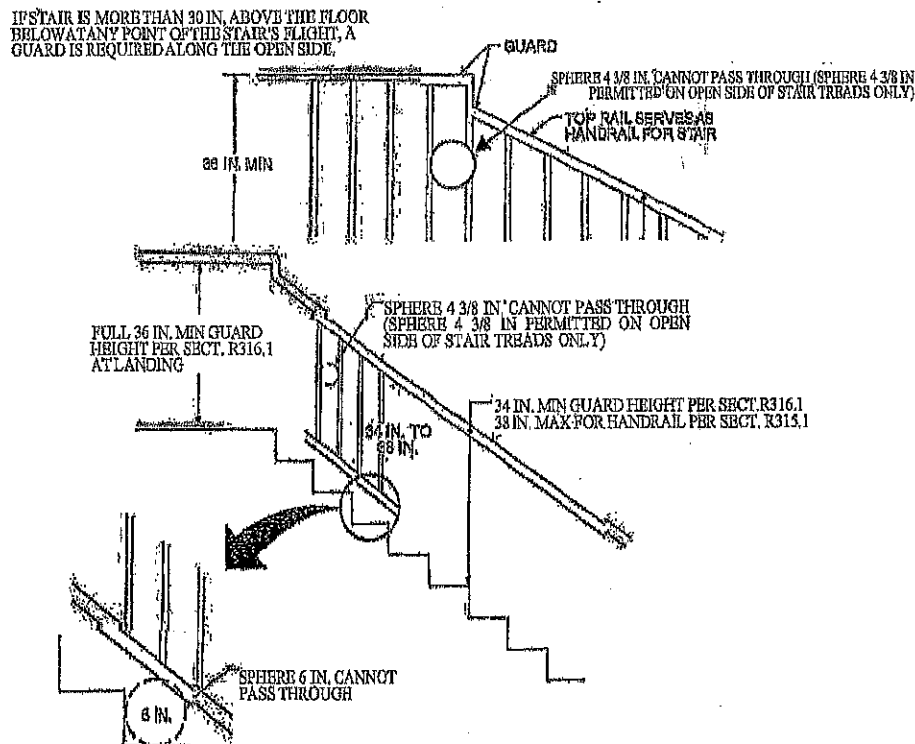
### **\*\*Also Refer to:**

Georgia Model Manufactured Home Installation Guidelines

IRC for Deck

NEC for Electrical

These are in the office and can be reviewed in the office. Any questions please call an inspector or manufactured home dealer for more assistance.



For SI: 1 inch = 25.4 mm.

Figure R312  
GUARD REQUIREMENTS

**MANUFACTURED HOUSING**  
**PROPERTY OWNER AUTHORIZATION**

OWNER(S) OF MANUFACTURED HOUSE

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

New \_\_\_\_\_ Preowned \_\_\_\_\_

Year: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Size: \_\_\_\_\_

Serial Number: \_\_\_\_\_

OWNER(S) OF PROPERTY

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

Property Address: \_\_\_\_\_

Land Lot: \_\_\_\_\_

Land District: \_\_\_\_\_

Map & Parcel Number: \_\_\_\_\_

I, \_\_\_\_\_ AUTHORIZED \_\_\_\_\_  
PROPERTY OWNER MANUFACTURED HOUSE OWNER  
OWNER OF A MANUFACTURED HOUSE TO LOCATE THE MANUFACTURED HOUSE ON MY  
PROPERTY AT THE ADDRESS ABOVE.

PROPERTY OWNER PRINTED NAME \_\_\_\_\_

PROPERTY OWNER SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

NOTARY PUBLIC \_\_\_\_\_

COMMISSION EXPIRES: \_\_\_\_\_

(SEAL)

**EXISTING  
MANUFACTURED HOME**

MOVED TO \_\_\_\_\_

DISPOSED OF AT WHAT LOCATION

AFFIDAVIT FOR PRE-OWNED MANUFACTURED HOME

This is to certify that the pre-owned manufactured home described as:

Year: \_\_\_\_\_

Model: \_\_\_\_\_

Make: \_\_\_\_\_

S/N: \_\_\_\_\_

Size: \_\_\_\_\_ W x \_\_\_\_\_ L

meets the minimum health and safety standards required by the Harris County Manufactured Housing Unit Ordinance included in Section 15.2 (4), which are that the manufactured housing unit is in compliance with the State Building Code and the Federal Manufactured Housing Construction and Safety Standards Act of 1974, 42 U.S.C. Section 5401-5445 (the HUD Code) and shall not have been altered in such a way that the home no longer meets the HUD Code.

Permit Applicant/Owner's Name \_\_\_\_\_

Permit Applicant/Owner's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Sworn to and subscribed before me  
this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expires

(Seal)