



Gilmer County Mobile Home Inspection Guidelines

When scheduling an inspection you are responsible for providing our office with all current gate codes, lock-box codes, keys, etc. If we cannot access the property/structure at time of inspection a \$75.00 re-inspection fee will be applied. Inspections must be scheduled by 4:30pm in order to be inspected the next business day. To schedule inspections call 706-635-3406 and have permit number available.

All Mobile Homes are to be installed by a Licensed Installer.

The **RED** Moving Permits issued by the Tax Commissioner must remain on the mobile home until the Final inspection is approved. These stickers are only to be removed by Gilmer County Inspectors.

All manufactured homes must be set to meet the manufacturer's installation requirements. If manufacturer's installation requirements are not available, the home must meet the rules and regulations for manufactured homes set forth by the **Office of Commissioner of Insurance Safety Fire Division**.

For regulations go to: www.gainsurance.org. Copies may also be purchased at our office.

No Manufactured Home shall be brought into the county for use as a dwelling or other structure unless it was manufactured within eight (8) years of the current calendar year in which the application for a permit is applied for. **Please bring a copy of a title or bonded title as it will be required to obtain a permit.**

For Manufactured Homes already in the county, that are over eight (8) years old, an inspection will be required prior to relocating and setting it up as a dwelling or other structure in Gilmer County. **Proof, such as tax records or other verification, will be required.**

Inspections


1. **Layout Inspection (prior to mobile home being placed on the property:**
 - Layout inspection **must** be done with the footing inspection.
 - This inspection applies to all size manufactured homes (single, double and triple wide homes)
 - Locate front property corners and flag all property lines within 100 feet of the structure.
 - Flag all decks, porches, steps, etc. in addition to the footings or piers.
 - Check all setback requirements to road right-of-way, property lines, and streams.
 - Post 911 address at road. Numbers must be 4".
 - Post Permit Card at site.

2. **Foot Inspection:**

- All disturbed soils need to be stabilized by means of silt fence, seed and straw, mulch, etc.
- Gravel driveway.
- Footing and piers must be a minimum of 8" deep in undisturbed soil.
- Footings and piers must be placed in undisturbed soil or compacted fill.
- Un-compacted soils could result in requirement of additional compaction, rebar, piers, or engineer approval.

3. **Rough and Permanent Power Inspection:**

- All Mobile Homes MUST have an Installation Permit Sticker from the Office of Commissioner of Insurance Safety and Fire Division. This sticker must be located on the outside of the service panel and should be attached by the licensed installer upon completion of the installation of the Mobile Home on your lot. Installation permit sticker pictured below.

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC	 OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER JOHN W. OXENDINE COMMISSIONER IF YOU NEED ASSISTANCE CALL 1-800-656-2298	INSTALLATION PERMIT NO: 000000 AS EVIDENCED BY THIS PERMIT, THE INSTALLER CERTIFIES TO THE BEST OF THE INSTALLERS KNOWLEDGE AND BELIEF THAT THIS MANUFACTURED HOME HAS BEEN INSTALLED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE COMMISSIONER OF INSURANCE OFFICE IN EFFECT ON THE DATE OF INSTALLATION. CODE KEY _____ 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19
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- All components of the anchoring and support systems such as piers, footings, ties, anchoring equipment, ground anchors, or any other materials and methods of construction which support and secure the manufactured home to the ground must be in place.
- All plumbing, electrical, and HVAC must be complete and meet the Rules and Regulations for Manufactured Homes and/or current code requirements.
- Electrical work must be completed by a licensed electrician and an affidavit must be submitted prior to requesting an inspection. - It is permitted to mount meter base to doublewide mobile homes only.
- A vapor barrier of 6 mill plastic is required under all mobile homes.
- All exposed areas of soil must be sowed and mulched and all erosion stabilized.
- No underpinning should be installed prior to the approval of the rough inspection.
- Driveways must have gravel, concrete, asphalt, etc.

4. **Final Inspection:**

- All Mobile Homes must have approved underpinning (skirting) enclosing the bottom. This can be vinyl, metal, block, or other approved material.
- All decks, steps, guardrails, landings, etc. must be complete and meet current code requirements. Decks must not be attached to or supported by the mobile home.
- This inspection must be done within 45 days of the permanent power approval.

Failure to complete all 3 inspections and receive a FINAL approval will result in fines.