

# APPLICATION FOR MOBILE HOME PERMIT GILMER COUNTY, GEORGIA

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

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

MAILING ADDRESS (if different than above): \_\_\_\_\_

DIRECTIONS TO PROPERTY: \_\_\_\_\_

WILL THIS STRUCTURE BE IN A FLOOD PLAIN: NO \_\_\_\_\_ YES \_\_\_\_\_

DISTANCE HOUSE SITE FROM STREAM: \_\_\_\_\_ FEET PHASE: \_\_\_\_\_ LOT #: \_\_\_\_\_

NAME OF SUBDIVISION: \_\_\_\_\_ ACREAGE SIZE: \_\_\_\_\_ GATE CODE: \_\_\_\_\_

SETBACK REQUIREMENTS: FRONT \_\_\_\_\_, SIDE \_\_\_\_\_, REAR \_\_\_\_\_

ARE THERE OTHER STRUCTURES ON THIS PARCEL? **YES** or **NO**

IF YES, WHAT? \_\_\_\_\_

IS THIS A CORNER LOT? **YES** or **NO**

IS THIS PROPERTY ADJACENT TO A NATIONAL FOREST? **YES** or **NO**

WATER SUPPLY: WELL \_\_\_\_\_ COMMUNITY \_\_\_\_\_ PUBLIC \_\_\_\_\_ SPRING \_\_\_\_\_

SEWAGE SYSTEM: SEPTIC \_\_\_\_\_ COMMUNITY \_\_\_\_\_ PUBLIC \_\_\_\_\_

POWER SUPPLY: AEMC \_\_\_\_\_ GEORGIA POWER \_\_\_\_\_

## MOBILE HOME INFORMATION

SINGLE WIDE: \_\_\_\_\_ DOUBLE WIDE: \_\_\_\_\_

MAKE \_\_\_\_\_ ID # \_\_\_\_\_ YEAR: \_\_\_\_\_ SIZE: \_\_\_\_\_ COLOR: \_\_\_\_\_

NUMBER OF BEDROOMS: \_\_\_\_\_ VENDOR: \_\_\_\_\_

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

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

INSTALLER LICENSE #: \_\_\_\_\_ PHONE: \_\_\_\_\_

TAX ASSESSORS MAP CODE # \_\_\_\_\_ LAND USE DISTRICT \_\_\_\_\_

CURRENT YEAR DECAL #: \_\_\_\_\_

**NOTICE: APPROVAL OF MOBILE HOME APPLICATION DOES NOT CONSTITUTE ISSUANCE OR RECEIPT OF A MOBILE HOME PERMIT.**

**\*\*\* NO OCCUPANCY ALLOWED UNTIL FINAL INSPECTION IS APPROVED\*\*\***

**You have 6 months from the date of issuance to have your first inspection. After each inspection you are given another 6 months to have your next inspection. After 6 months of no inspections your job is considered abandoned and the permit is EXPIRED.**

It is the sole responsibility of the applicant to ensure full compliance with all applicable private contractual agreements, covenants and restrictions, or other encumbrances that may affect the property or the improvements thereon, and the applicant expressly agrees to hold harmless and indemnify Gilmer County from any matter arising from any violations of such. Gilmer County expressly assumes no responsibility to any third party, homeowner's association, or property owner's association for compliance with any covenant, restriction, or other architectural control requirement. Further, the applicant shall provide that the applicable property lines and corners are adequately marked by a land surveyor prior to beginning construction.

**I HEREBY APPLY FOR A PERMIT TO DO THE WORK STATED ABOVE, AND ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND THE ATTACHED GILMER COUNTY BUILDING GUIDLINES. I ALSO HEREBY CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT.**

\_\_\_\_\_  
Signature of Property Owner / Date

OR

\_\_\_\_\_  
Signature of Agent/Contractor / Date

_____ Building Official Approval
_____ Zoning Official Approval



## 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](http://www.gainsurance.org).

**A Pre-Move Mobile Home Inspection is required when permitting a used mobile home. Upon approval, you will need to bring a copy of your septic permit, permit application, recorded deed, recorded plat, a copy of a title or bonded title, the moving sticker and tax decal to obtain a permit.**

### Inspections:

#### 1. Setback Verification Requirements:

- 1.) Licensed General Contractors shall clearly mark all property lines and setback lines.
- 2.) Homeowner Builders shall provide our office a letter from a Georgia registered surveyor verifying that the location of the footers, pier holes, slab etc. meets county property line setback requirements.

**These rules are applicable to any new structure, on any property.**

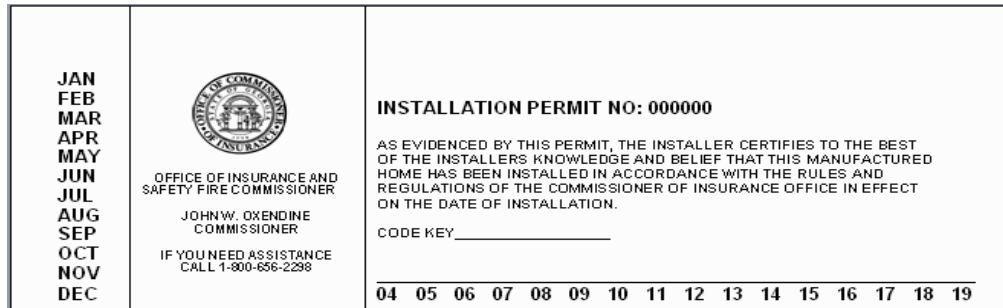
#### 2. Pier Inspection (prior to mobile home being placed on the property):

- Layout inspection **must** be done with the footing inspection.
- Mobile Home pad must be crowned for correct drainage per State Requirement
- 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 posted at road. Numbers must be 4”.
- Post Permit Card at site.
- 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 12” 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.



- 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 by 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 required inspections and receive a FINAL approval will result in fines.**