

Checklist to Obtain Mobile Home Permit

- Pre-Move Inspection form for USED mobile homes approved by Gilmer County Inspector.
- E911 Address – 911 Addressing Adjacent to our office PH# 706.635.4653
- Structure in Flood Plain? BFE Required from Surveyor
- Call Before You Dig (811) #
- Driveway Permit for all properties on county roads – regardless of existing driveway. Driveway permit application is available in our office and must be emailed to Gilmer County Road Dept—no permits will be issued without a valid Driveway Permit approved by the Gilmer County Road Department
- Copy of Septic Tank/Existing Enviro. Health Evaluation (when applicable) Dept. of Environmental Health—Basement of Courthouse – (PH# 706.635.6050)
- Completed Mobile Home Permit Application
- Site Plan (Copy of Recorded Plat with Structure, Porches, Decks, Steps, etc. located on plat with accurate measurements to all property lines) - Clerk of Court—Main floor of Courthouse (PH# 706.635.4462)
- Recorded Deed – Clerk of court – Main Floor of Courthouse. All persons listed on deed must sign all paperwork. Clerk of Court—Main floor of Courthouse (PH# 706.635.4462)
- Floor Plans – From Vendor
- Authorized Agent Form (If Applicable)
- Set-Back Verification
- PT-41 Form & Mobile Home Installer License from Vendor
- Current tax year decal and moving permit – Tax Commissioner’s Office.
- If Commercial, Fire Marshalls Approval

*****No Permit will be issued without (applicable) items noted above*****