

## PENALTIES FOR NON COMPLIANCE

O.C.G.A 48-5-492, 48-5-493

Any person who fails to attach and display a mobile home decal (location permit) shall be guilty of a misdemeanor. If convicted, a fine of not less than \$100 nor more than \$300 shall be imposed, failure to display the decal is a misdemeanor and could result in a fine of \$100.

### ATTENTION ~ MOVERS/TRANSPORTERS

O.C.G.A 48-5-493 ~ Any person moving or transporting any manufactured home without the required relocation and location permits shall be guilty of a misdemeanor and shall be punished by a fine of not less than \$200 nor more than \$1000 or imprisonment for not more than 12 months or both.

### ATTENTION ~ INSTALLERS

O.C.G.A 8-2-164 ~ An Installation Permit shall be attached by a Licensed Installer to the panel box of each Manufactured Home upon the completion of installation.

### ~CHECKLIST~

### FINAL INSPECTION/CERTIFICATE OF OCCUPANCY

- Sanitary Permit**
- Used Manufactured Home Code Inspection**
- Site Location Inspection**
- Building Permit ~ Issued**
- Relocation Permit**
- Installation Permit-by Licensed Installer**
- Final Inspection ~ Cert. of Occupancy**

# LOCATING/RELOCATING A MANUFACTURED HOME



## STEPHENS COUNTY, GEORGIA



All information is based on the Official Code of Georgia and the Official Code of Stephens County, Georgia

**Every Requirement Listed Below is Set Forth in the Official Code of Stephens County Section 46. You may visit [www.stephenscountyga.gov](http://www.stephenscountyga.gov) for the entire printed text.**

### **General Information**

- Information regarding lot size/set back requirements and other local ordinances can be accessed at [www.stephenscountyga.com](http://www.stephenscountyga.com) or the Building Inspectors Office.
- Only HUD Code or DCA approved Manufactured Homes (built after June 15, 1976) will be permitted to be located in the County.

### **Sanitary Permits ~ Septic Tank Permit**

- Approval of the Wastewater Hookup is obtained from the Stephens County Environmental Health Department. Located in the Health Department at 64 Boulevard Ste 102 Toccoa, GA 706-282-4507 ext 121.

### **Building Permits**

- Any previously owned Manufactured Home planning to be relocated from **outside** the county **or within** the county will be subject to a code compliance inspection before it is relocated by the County Building Inspector or an approved third party inspector.
- Approval of the site where the Manufactured Home will be located is obtained by application for and the issuance of a Building Permit for the site.
- Building Permits are available in the office of the Building Inspector located in the Stephens County Courthouse Annex at 802 E Doyle St. Toccoa, GA 706-886-9491 ext. 9302.

### **Relocation Permits**

Relocation Permits will NOT be issued until the Sanitary and Building Permits have been issued.

**To obtain a Relocation Permit, you must first present the following original documents to the Stephens County Tax Commissioner's Office:**

- Sanitary & Building Permit
- Original Certificate of Title and Title Application for Applicant (New Homes Require the MSO~ Manufacturer's Statement of Origin)
- Bill of Sale including the purchase price
- Current Year Tax Paid Receipt for the Manufactured Home (New Homes require a completed Form PT41 from Sales Retailer)

#### **Other Required Information:**

- Map/Parcel Number of Location
- E911 Address of Manufactured Home Location

Once these documents are properly submitted, a Relocation Permit will be issued. Permits are valid for 30 days.

### **Final Step ~ Important**

After the Manufactured Home is installed, Approval of the Installation is necessary to obtain a Certificate of Occupancy and permanent electrical service. Installation must Comply with Section 46-35 of the Official Code of Stephens County. Contact the Building Inspections Office to schedule the final inspection.

### **Annual Ad Valorem Taxes ~ (Decal/Sticker)**

Current Year Location Permits are issued in the Tax Commissioner's office when taxes are paid each year. The Permit is required to be displayed in a prominent location annually on or before April 1st. Penalties for non compliance are listed on the back of this bulletin.