

Stephens County Building Department
802 E. Doyle Street, Toccoa, GA 30577
Phone# and Inspection Request Line
706-898-5750

Manufactured/Mobile Home Installation Application
Single Wide Doublewide

LEGAL DESCRIPTION: _____ PERMIT # _____

Job Address: _____ Subdivision: _____

Map and Parcel # _____ Email: _____

Applicant: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Land Owner: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Installer: _____ Phone #: _____ State License # _____

Address: _____ City: _____ State: _____ Zip: _____

Manufactured/Mobile Home currently in the County: (circle one) Yes No

Existing Residence or Accessory Building on this property: (circle one) Yes No

If yes, how many and what type of Building? _____

Manufacturer: _____ Year _____ Model _____

Length x Width _____ x _____ ID# _____ HUD Approval # _____

Bedrooms: _____ Bath/s: _____ Siding: _____ Type of Roof: _____

Power Company: Habersham EMC Hart EMC Georgia Power

Water Supply: Public Community System Well

Septic Permit #: _____ Construction Cost: \$ _____

Mobile Home Fee: _____ Paid \$ _____

APPLICANT: _____ DATE: _____

Signature

DATE RECEIVED: _____ RECEIVED BY: _____

A permit becomes null and void if the work it authorizes does not commence within 180 days of its issuance. A required inspection must occur within 180 days of the issue date of a permit or the job will be considered abandoned and the permit will become null and void. If the permit becomes null and void, it will be necessary to renew the permit and pay all appropriated fees prior to any future inspections.

NOTIFICATION TO OWNER: APPRAISERS FROM THE TAX ASSESSORS OFFICE WILL BE CONDUCTING ON-SITE EVALUATIONS UNTIL PROJECT IS COMPLETED.

I have read and understand the preceding statements. _____ (Applicant's Initial)

Inspections for Manufactured/Mobile Homes (new and used)

Permit/inspection card MUST be clearly posted on site.

Inspection requests must be made by 4:00 the day prior to the needed inspection.

Requests may be called in to phone # (706) 898-5750 or emailed to scpermits@stephenscountyga.gov Tuesday-Friday. Proof of a relocation permit will be required before any inspections will be scheduled.

Please include the following with the request:

- Permit Number
- Jobsite Address
- Inspection Needed
- Your name & Phone #

DO NOT cover up any work requiring an inspection until it is inspected and approved by building inspector.

Initial inspection:

Setbacks – **Property lines MUST be clearly marked.**

Set up/Tie down

Footers and piers

Under building roughs

Final inspection:

Skirting

Landing and porches

Electrical hookup

Final electric, mechanical, plumbing and building

PERMANENT POWER WILL BE ESTABLISHED AFTER 2nd INSPECTION IS APPROVED.

There will be a \$75 fee for re-inspections. This fee is associated with re-inspections influenced by non-compliance of the requested inspection, not being ready for called inspection, or other reasons for re-inspection.

My signature certifies that I reviewed and received a copy of this document.

Signature

Date

Sec. 46-73. - Required.

- (a) No person shall move a manufactured home or a mobile home in the county without first obtaining a permit from the tax commissioner of the county authorizing such relocation. No relocation permit shall be issued unless the person applying for the permit specifies the new location to which the manufactured home or mobile home is to be moved.
- (b) No person shall move a manufactured home or a mobile home into the county for location within the county or move a manufactured home or a mobile home out of the county whose location has been in the county without first obtaining a permit from the tax commissioner of the county authorizing such relocation. No relocation permit shall be issued unless the person applying for the permit specifies the new location to which the manufactured home or mobile home is to be moved.
- (c) *Previously owned manufactured home inspection process.* An application for a compliance inspection permit will be filed with the county building department.
 - (1) Provide to the building inspections department the following information:
 - a. Make, model, year of manufacture and description of basic layout of home.
 - b. Current location of home and directions to address.
 - c. Current home owner's name and telephone number.
 - d. Dates and times the home will be available and open for inspection.
 - (2) Pay inspection fees prior to scheduling an inspection.

Fees for compliance inspection permits shall be as set by the board of commissioners by resolution.

(Ord. No. 85-1, § 3, 11-18-1985; Ord. of 8-9-2011(1))