



## Application for previous owned Manufactured Home

Applicant Name			Permit #		
Email Adress					
Address				Phone #	
Year		Manufacturer		Serial #	
Length_____ X Width_____		# of Bedrooms	# of Bathrooms	# of Decks/Porches	
Total square footage_____					
Current Location of Mobile Home				HUD Plaque #	
Power Company: Hart EMC_____ Georgia Power_____ Other_____					

### Items to be attached to this application

1. Plat of land where the manufactured home will be relocated (must be a stamped survey plat or a copy of recorded plat).
2. Location of septic or sewer tap on receipt, or approved septic permit.
3. Layout or sketch of the manufactured home (does not have to be to scale, but should show basic interior wall layouts with bath(s), kitchen, etc.).

Stephens County Building Inspector will inspect the basic condidiont of the home at the applican'ts expense, and inspection report will be presented to the Building Department.  
 Inspection fees: driving and inspection time billed at \$65.00. After the above conditions have been met and all fees paid, applicant may contact the Building Department to purchase a building permit.

I have read the above and agree to all conditions of this application.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## 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](mailto: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 2<sup>nd</sup> 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))