



STEPHENS COUNTY BUILDING DEPARTMENT MANUFACTURER & MODULAR HOME APPLICATION

Stephens County Building Department

802 E. Doyle Street Toccoa, GA 30577

Phone: 706-898-5750 Email: scpermits@stephenscountyga.gov

Stephens County requires that all manufactured or mobile home installations comply with applicable state regulations and county land use requirements. Permits are required to ensure proper placement, anchoring, and connection of utilities.

SECTION 1 – REQUIRED SUBMITTALS

The following items must be submitted with your application:

- ☐ Recorded plat showing the home location and setbacks
- ☐ Complete floor plans or manufacturer specifications
- ☐ Preliminary septic permit (if applicable)
- ☐ Manufactured Home Installer License
- ☐ Contractor license (if electrical, plumbing, or HVAC work is performed)

Incomplete applications cannot be accepted for review.

SECTION 2 – MOBILE HOME PERMIT APPLICATION

Permit Number (Office Use Only): _____

APPLICANT INFORMATION

Name _____
Address _____ City, State, Zip _____
Phone _____ Email _____

PROPERTY OWNER INFORMATION

Name _____
Address _____ City, State, Zip _____
Phone _____ Email _____

JOB SITE INFORMATION

Property Address _____ City, State, Zip _____
Parcel Number _____ Subdivision / Lot _____

HOME INFORMATION: ☐ New Home ☐ Used Home ☐ Single Wide ☐ Double Wide

Manufacturer _____ Year _____ Model _____

HUD Approval Number _____ Length _____ Width _____

Total Heated Square Feet _____

Bedrooms _____ Full Baths _____ Half Baths _____

Exterior Material: ☐ Vinyl ☐ Hardi ☐ Brick ☐ Other _____

Foundation Type: ☐ Footer ☐ ABS Pads ☐ Other _____

SETBACKS: Front Yard _____ Left Side Yard _____ Right Side Yard _____ Rear Yard _____

Power Provider: ☐ GA Power ☐ Hart EMC ☐ Habersham EMC ☐ Other _____

Estimated Installation Cost: \$ _____

SECTION 3 – CONTRACTOR INFORMATION (If Applicable)

Contractors performing permitted work must be registered and approved through the Stephens County permitting portal prior to permit issuance. All required licenses, insurance, identification, and certifications must be current and verified through the contractor's portal profile.

☐ Registered/Approved Contractor

SECTION 4 – APPLICANT CERTIFICATION

By signing this application, you certify that the information provided is accurate and that all work will comply with applicable state and local regulations.

Signature _____

Date _____

SECTION 5 – INSPECTION REQUIREMENTS

Permit/inspection card must be clearly posted on site.

Inspection requests must be submitted by **4:00 PM the day prior to inspection.**

Inspection requests must include:

- Permit number
- Job site address
- Inspection type
- Contact name and phone number

Requests may be submitted by:

Phone: 706-898-5750

Email: scpermits@stephenscountyga.gov

REQUIRED INSPECTIONS

SETBACK / FOOTER INSPECTION

- Property lines must be clearly marked.
- Footers and piers inspected before home installation.

UNDER-BUILDING INSPECTION

- Set-up and tie-down system inspected.
- Under-building utilities inspected.

FINAL INSPECTION

- Skirting installed
- Steps / landings / porches installed
- Electrical hookup complete
- Plumbing and mechanical systems inspected

Permanent power will be established after final inspection approval.

IMPORTANT NOTES

- Proof of a relocation permit is required before inspections will be scheduled.
- Do not cover any work requiring inspection until approved by the inspector.
- Re-inspection fee: \$90.

Failure to comply with permit requirements may result in a Stop Work Order.

SECTION 6 – MANUFACTURED HOME INSTALLER CERTIFICATION

In accordance with GA Code § 8-2-164, any installer performing any installation of a manufactured home must be licensed and permitted in the State of Georgia to complete the installation. The Stephens County Board of Commissioners requires that any manufactured home installer be aware of any setbacks required for the installation of a manufactured home and that the home be sited in accordance with County setbacks.

It is the direction of the Stephens County Board of Commissioners to require that setbacks are maintained for all property in the County. It is the responsibility of the licensed and permitted manufactured home installer to certify that setbacks are maintained on behalf of the property owner when a manufactured home is installed onsite.

The manufactured home installer hereby acknowledges that any manufactured home located on any lot in violation of the applicable setback requirements shall be required to be moved to meet the required setbacks prior to the installation of the manufactured home.

Printed Name _____
Company Name _____
City _____ State _____ Zip _____

State License Number _____
Company Address _____
Phone _____

Signature _____

Date _____

A copy of the Certificate must also be submitted if new home installer.



STEPHENS COUNTY BUILDING DEPARTMENT MANUFACTURER & MODULAR INSPECTION GUIDELINES

Stephens County Building Department

802 E. Doyle Street Toccoa, GA 30577

Phone: 706-898-5750 Email: scpermits@stephenscountyga.gov

This guide outlines the typical inspections required for manufactured or mobile home installations. It is intended to help property owners and installers prepare for inspections. Additional code requirements may apply depending on the project.

GENERAL SITE REQUIREMENTS (Before Installation)

- Permit/inspection card must be posted and visible from the road
- Property corners must be clearly marked
- Home location must match the approved site plan
- Required setbacks must be verified prior to installation
- Proof of relocation permit must be provided if the home is being moved from another location

SETBACK / FOOTER INSPECTION

This inspection confirms the home location and foundation support prior to installation.

- Property lines clearly identified
- Home location staked out
- Required front, side, and rear setbacks verified
- Footers, piers, or pad locations inspected before installation

UNDER-BUILDING / SETUP INSPECTION

Performed after the home has been placed on site but before skirting is installed.

- Home properly leveled and supported
- Tie-down and anchoring system installed according to manufacturer specifications
- Piers properly installed and spaced
- Under-building utility roughs installed if applicable

UTILITY INSPECTIONS (If Applicable)

Electrical Inspection

- Electrical service properly connected
- Meter base installed
- Grounding installed according to code

Plumbing Inspection

- Water supply lines installed properly
- Sewer connection installed and sealed
- Connection to approved septic or sewer system

HVAC Inspection

- HVAC system properly connected and installed

FINAL INSPECTION

- Skirting installed and secured
- Steps, landings, or porches installed where required
- Utilities properly connected and approved
- Site cleaned of construction debris
- Address clearly visible from the road

Permanent power will be established after the final inspection has been approved.

IMPORTANT NOTES

Inspection requests must be submitted by **4:00 PM the day prior to inspection.**

Requests must include permit number, job site address, inspection type, and contact information.

Permit/inspection card must remain posted and visible on site.



STEPHENS COUNTY BUILDING DEPARTMENT LOCATING OR RELOCATING A MANUFACTURED HOME

Stephens County Building Department
802 E. Doyle Street Toccoa, GA 30577
Phone: 706-898-5750 Email: scpermits@stephenscountyga.gov

All information is based on the Official Code of Georgia and the Official Code of Stephens County, Georgia.
(Revised January 2022)

GENERAL INFORMATION

- Manufactured homes located in Stephens County must meet HUD or DCA approval standards.
- Only homes built after **June 15, 1976** are permitted for placement within the county.
- Lot size, setback requirements, and zoning regulations are governed by **Stephens County Code Section 46**.

Additional information regarding local ordinances may be obtained from:

Stephens County Building Department
802 E. Doyle Street
Toccoa, GA 30577
706-898-5750
www.stephenscountyga.gov

STEP 1 — SANITARY (SEPTIC) PERMIT

Approval of the wastewater system must be obtained before installing a manufactured home.
Sanitary permits are issued by:

Stephens County Environmental Health Department
64 Boulevard, Suite 102
Toccoa, GA 30577
706-282-4507 ext. 121

STEP 2 — BUILDING PERMIT

A building permit must be obtained for the site where the manufactured home will be located.
If the home is previously owned and being relocated within or into Stephens County, it must pass a **code compliance inspection** by the County Building Inspector or an approved third-party inspector.
Building permits are available at:

Stephens County Building Department
802 E. Doyle Street
Toccoa, GA 30577
706-886-9491 ext. 9302
Applications may also be available online at:
www.stephenscountyga.gov

STEP 3 — RELOCATION PERMIT

A **Relocation Permit** is required before a manufactured home can be moved.

Relocation permits will **NOT** be issued until both the **Sanitary Permit** and **Building Permit** have been obtained. To obtain a relocation permit, present the following original documents to the **Stephens County Tax Commissioner's Office**:

Required Documents

- Sanitary Permit
- Building Permit
- Original Certificate of Title and Title Application
- Manufacturer's Statement of Origin (MSO) for new homes
- Bill of Sale showing purchase price
- Current year tax paid receipt for the manufactured home
- Form PT-41 from retailer for new homes

Additional Information Required

- Map/Parcel Number of the property
- E911 address where the manufactured home will be located

Once the required documents are submitted and approved, a **Relocation Permit will be issued**.

Relocation permits are valid for **30 days**.

FINAL STEP — INSTALLATION INSPECTION

After the manufactured home is installed, the installation must be inspected and approved before a **Certificate of Occupancy** and **permanent electrical service** can be issued.

Installation must comply with **Section 46-35 of the Stephens County Code**.

Contact the Building Department to schedule the final inspection.

FINAL INSPECTION REQUIREMENTS

The following items must be completed before a Certificate of Occupancy will be issued:

- ☐ Sanitary Permit
- ☐ Used Manufactured Home Code Inspection
- ☐ Site Location Inspection
- ☐ Building Permit Issued
- ☐ Relocation Permit
- ☐ Installation Permit completed by a licensed installer
- ☐ Final Inspection approval / Certificate of Occupancy

ANNUAL AD VALOREM TAXES (LOCATION PERMIT / DECAL)

Manufactured homes are subject to **annual ad valorem taxes**.

A location permit (decal) is issued by the **Stephens County Tax Commissioner's Office** when taxes are paid each year.

The decal must be displayed in a visible location **on or before April 1 each year**.

PENALTIES FOR NON-COMPLIANCE

Failure to display a manufactured home location permit decal is a **misdemeanor**.

O.C.G.A. 48-5-492 and 48-5-493 provide that violators may be fined **not less than \$100 and not more than \$300**.

MOVERS / TRANSPORTERS

Any person moving a manufactured home without the required **relocation or location permits** is guilty of a misdemeanor and may be punished by:

- A fine of **\$200 to \$1,000**,
- **Up to 12 months imprisonment**,
- Or both.

INSTALLERS

Under **O.C.G.A. § 8-2-164**, a licensed installer must attach the **installation permit to the panel box** of each manufactured home once installation is complete.