



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.