



Manufactured Home Building Permit Checklist

Job Address _____

- Manufactured Home Permit Application & Permit Checklist** – completed and signed
- Copy of recorded plat** – Clerk of Courts
 - * Minimum 1 acre lot unless in Mobile Home Park
 - * Land zoned A-1 or MH
- Proof of paid taxes** – Tax Commissioner
- Registration (decal) of Manufactured Home** – Tax Commissioner
- Address Permit** (if applicable)
- Driveway Permit** – if required
- Zoning Compliance Application** – Planning
- Site Plan** (see **Zoning Compliance Application** and **Site Plan Exhibit**)
 - 11" x 17"
 - drawn to scale with dimensions in feet
 - must bear the seal* of a licensed architect, landscape architect, engineer, surveyor, or GA DPH certified professional soil scientist
- Flood Elevation Certificate** (if applicable) – plat/letter with engineer/surveyors seal required
- Environmental Health **Septic Tank** Permit
 - or
 - Water Resources Department Receipt for **Sewer**
- Water Resources Department receipt for water **if not on well**
- Copy of Mover's** business license and driver's license
- Homeowner / Builder Affidavit** (if owner acts as contractor)

By signing this application, you hereby certify that you have read and examined this checklist. You attest that ALL attachments are included (originals will be returned to you).

Owner / Agent _____ Date _____



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Authorized Agent Form (if applicable)

If bought pre-owned from individual or dealer lot must provide **pictures of exterior**

Construction Plans

*** PLANS MUST BE ORIENTED AS SHOWN ON THE SITE PLAN AND AS INTENDED TO BE BUILT ON THE LOT ***

11" x 17" and electronic file

drawn to scale with dimensions in feet

foundation plan – include overall foundation layout and type of foundation
Provide all pier location, sizes, & dimensions
Note type of skirting used

floor plan – dimensions & rooms labeled for each floor (including basement)

Electrical permit required to be pulled before work is started - \$50 fee
copy of business license, state license, and driver's license
* Homeowners performing work need to obtain sub permits also

HUD certification on previously owned Manufactured Homes before final inspection

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Owner / Agent _____ Date _____