



EMANUEL COUNTY

• BUILDING INSPECTION & CODE ENFORCEMENT •

2024 MOBILE HOME PACKET



MOBILE HOME PERMIT APPLICATION

Notice: Applications that are not filled out correctly may delay the permitting process. When completed, call 478-455-0140 for an appointment.

OWNER & SITE INFORMATION

Name: _____ Date: _____

Cell Number: _____

Email Address: _____

Tax Map & Parcel ID Number: _____

Project Physical Address: _____

Previous Owner/Seller's Name: _____

Previous Location of Mobile Home: _____

APPLICANT CONTACT INFORMATION

(If different than owner)

Business Name: _____

Primary Contact: _____

Cell Number: _____

Email Address: _____

MOBILE HOME INFORMATION

Year Model: _____ Manufacturer: _____

Single-wide Double-wide Triple-wide

Length: _____ feet Width: _____ feet Serial Number: _____

Purchase Price: \$ _____ Year Purchased: _____

Remodeled? Yes No

Exterior Siding: _____ Roof Covering: _____

Type of Underpinning: _____ Type of Heat & Air: _____

Bedrooms: _____ Bathrooms: _____

Front Deck Size: _____ feet Back Deck Size: _____ feet

Color: _____

Are You Trading in a Mobile Home? Yes No

If "yes," please provide mobile home information: _____

CONTRACTOR/SUBCONTRACTOR INFORMATION

Please list contractor information for any trade work not performed by the owner.

CONTRACTOR

Name: _____ Phone: _____

GA License Number: _____ Signature : _____

ELECTRICIAN

Name: _____ Phone: _____

GA License Number: _____ Signature : _____

PLUMBER

Name: _____ Phone: _____

GA License Number: _____ Signature : _____

MECHANICAL

Name: _____ Phone: _____

GA License Number: _____ Signature : _____

MISCELLANEOUS REQUIREMENTS

Please submit with your application the following construction documents:

1. Bill of Sale/Title OR PT 41 Form (Statement of Sale)
2. Recorded Plat
3. Septic Permit
4. Copy of Current Tax Receipt



INSTALLER AFFIDAVIT

Notice: Affidavits must be an **original, notarized document** signed by the licensed installer. This affidavit is to be submitted to the Building Inspection & Code Enforcement Department when applying for building permit. A permit is required for any plumbing work other than an ordinary repair. In the case of an emergency situation (i.e. hot water heater failure, etc.), a permit may be obtained within 48 hours of installation.

Owner: _____

Job Site Address: _____

Make/Model: _____ Serial Number: _____

This affidavit certifies that installation of the manufactured home referenced above will be installed in accordance with Georgia's model manufactured home installation guidelines, including all required activities as outlined in part 3285 of the code of federal regulations.

The submittal of this affidavit is verification the undersigned is licensed manufactured home installer in the state of Georgia. In the event of any change in the status or involvement with this permit, the undersigned is considered responsible until the Emanuel County Building Inspection & Code Enforcement Department has been notified in writing of any change in job responsibilities. Undersigned is also responsible for notifying Emanuel County Building Inspection & Code Enforcement if and when any sanctions are imposed by the state's industry licensing board affecting the installer's license.

Installer: _____

Company Name: _____

Company Address: _____

Phone Number: _____

GA License Number: _____ Issuing County: _____

Expiration Date: _____

Printed Name of Cardholder: _____

Signature of Cardholder: _____

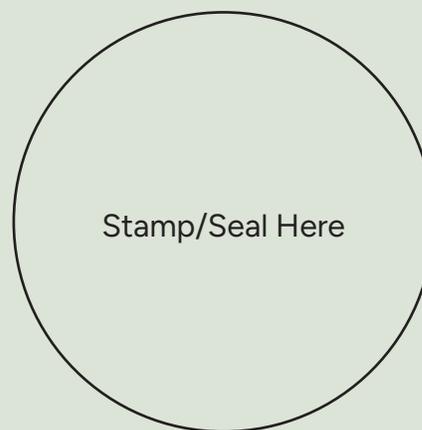
NOTARY USE ONLY

Sworn to and subscribed before me this

_____ day of _____, 20_____

(Notary public signature)

My commission expires: _____





PRE-OWNED MANUFACTURED HOME MINIMUM STANDARDS

- 1. Exterior:** All components of the exterior, including siding, windows and exterior doors of the pre-owned manufactured home shall be aesthetically uniform in appearance and free of any condition that may hinder operation as originally intended or might admit moisture.
- 2. Roof:** The roof of the pre-owned manufactured home shall be in sound condition with no obvious defects.
- 3. Interior:** The flooring, interior wall and ceiling shall be in sound condition and appearance.
- 4. Egress Windows:** Each bedroom of a pre-owned manufactured home shall have at least one operable escape window.
- 5. Ventilation:** Bathrooms and kitchens without a window must have an operable ventilation device.
- 6. Smoke Detectors:** Each pre-owned manufactured home shall contain one operable battery-powered smoke detector in each bedroom and in the kitchen area. The smoke detectors must be installed in accordance with the manufacturer's recommendations.
- 7. Sanitary Facilities:** Each pre-owned manufactured home shall contain a kitchen sink. Each bathroom in the pre-owned manufactured home shall contain a lavatory and water closet; at least one bathroom shall contain a tub and/or shower facilities. Each of these fixtures shall be checked when properly connected to ensure they are in good working condition.
- 8. Electrical:** The distribution panels of each pre-owned manufactured home shall be in compliance with the approved listing, complete with required breakers, with all unused openings covered with solid covers approved and listed for that purpose. Connections shall be checked for tightness. The electrical panels shall be accessible. All electrical switches, receptacles and fixtures shall be properly and securely installed.
- 9. Hot Water Supply:** Each pre-owned manufactured home shall contain a water heater in safe and working condition.
- 10. Skirting:** Installation of skirting shall be required. Installation shall be in accordance with the building inspector. Acceptable materials may include masonry, stone, metal, or other materials manufactured for the purpose of skirting.



MANUFACTURED HOME LETTER OF CONDITION

I, _____, will ensure that the manufactured home listed below will be brought in to compliance with Emanuel County's Pre-Owned Manufactured Home Minimum Standards. I will also ensure that the home will be installed in accordance to the minimum requirements set forth in the Georgia Model Manufactured Home Installation Guidelines" or the manufacture's installation manual (for new homes only).

I understand that the home must be installed by a Georgia licensed manufactured home installer. Any electrical, mechanical, and plumbing work not performed by the home owner must be done by a Georgia licensed individual in the respective field. All well and septic work must be performed by a Georgia certified installer.

I understand that the power to the manufactured home may not be released until the home is habitable, (including repairs to exterior envelope, electrical deficiencies, water damage, rot, insect damage or infestations, mold infestation, and any other issues brought forth by the Emanuel County Building Inspection & Code Enforcement Department.)

I understand that I am ultimately responsible for the aesthetic appearance of the home and that the "Certificate of Occupancy" will not be issued until all deficiencies structural and aesthetic are corrected to the satisfaction of the department.

Manufacturer Make/Model: _____

Serial Number/s/: _____

Signature: _____

Date: _____

Printed Name of Witness: _____

Witness Signature: _____

Date: _____



EMANUEL COUNTY
BUILDING INSPECTION & CODE ENFORCEMENT DEPARTMENT

LETTER OF RESPONSIBILITY

I, _____, understand that I'm responsible for my home to be brought into compliance with all ordinances from the Emanuel County Code of Ordinances. I understand that power will not be released until all requirements have been met.

Signature: _____

Date: _____



EMANUEL COUNTY
BUILDING INSPECTION & CODE ENFORCEMENT DEPARTMENT

LETTER OF PERMISSION

The signing of this statement certifies that I, _____ ,
property owner of Tax Parcel Number (PIN) _____
give permission to _____ to erect or lease a
manufactured home on this parcel of land at the following address: _____

Signature of Property Owner: _____

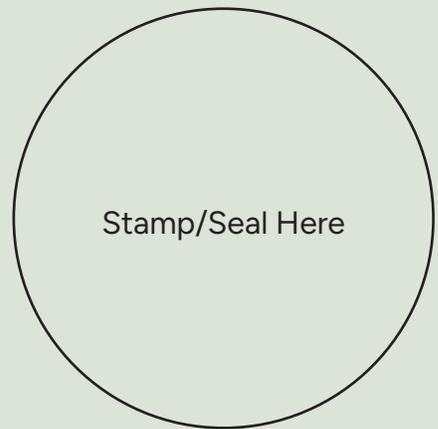
Date: _____

NOTARY USE ONLY

Sworn to and subscribed before me this
_____ day of _____, 20_____

(Notary public signature)

My commission expires: _____





MANUFACTURED HOME PERMIT CHECKLIST

The items below are needed in order to obtain a building permit:

- Pictures or inspection of pre-owned manufactured home *
- Letter of Condition **
- Letter of Responsibility **
- Letter of Permission **
- Copy of Plat !
- Copy of Bill of Sale/Title **OR** PT 41 Form (Dealer Statement of Sale)
- Current Year Tax Receipt, Decal, and Registration ●
- Septic Tank Permit or Letter #
- Building Permit **

LEGEND

* Installer or Owner

** Emanuel Co. Building Inspection
& Code Enforcement Department
478-237-6514

! Emanuel Co. Tax Assessor's Office
478-237-1222

● Emanuel Co. Tax Commissioner's Office
478-237-3351

Emanuel Co. Health Department
478-237-7501

ONLY CASH OR CHECK WILL BE ACCEPTED FOR BUILDING PERMIT FEES!



MOBILE HOME INSPECTION CHECKLIST

Items 1-5 must be checked before underpinning is installed.

- 1. Home is setup in accordance with Georgia manufactured home installation guidelines
- 2. Permanent Power Service is connected to home and in electrical conduit when not buried.

Home must be open to inspect inside panel box

- 3. Exposed water pipe is insulated and connected to home
- 4. Septic system installed and connected to home with cleanout plug in place
- 5. Central heating and air unit installed and hooked up to home
- 6. Underpinning installed
- 7. 4x6 landings installed
- 8. 911 address posted at driveway entrance (Numbers must be on both sides of post/mailbox)
- 9. Certificate of Occupancy is issued if all requirements are met