



Manufactured Home Building Permit Checklist

Job Address _____

- Manufactured Home Permit Application & Permit Checklist** – completed and signed
- Zoning Compliance Application** – completed and signed
- Copy of recorded plat** – Clerk of Courts
 - * Land zoned AG or MH
- Proof of paid taxes** – Tax Commissioner
- Registration (decal) of Manufactured Home** – Tax Commissioner
- Address Permit** (if applicable)
- Driveway Permit** (if applicable)
- Site Plan** (see **Zoning Compliance Application** and **Site Plan Example**)
 - draw on 11" x 17" paper or greater
 - 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/surveyor seal required
- Environmental Health **Septic Tank** Permit
 - or**
 - Water Resources Department Receipt for **Sewer**
- Water Resources Department receipt for water **if not on well**
- Current Copy of Mover's** business 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 _____
August 2023



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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 ***
 - draw on 11" x 17" paper or greater
 - 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)
 - elevation drawings – front, rear, left side, and right side with elevations
- Electrical permit** required to be pulled before work is started - \$50 fee
 - copy of business license and state license
 - * Homeowners performing work need to obtain sub permits also
- HUD certification** on previously owned Manufactured Homes *before final inspection*

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