



Greene County Building and Zoning Department

MANUFACTURED HOME PERMIT APPLICATION

BUILDING, PLANNING & ZONING
706-453-3333
fax 706-453-2579
1034 Silver Dr
Suite 103
M-F 8am-5pm

Chuck Wooley
Building Official

1034 Silver Dr., Ste 103, Greensboro, GA 30642
Telephone 706-453-3333 www.greencountyga.gov

Manufactured Home Checklist

The applicant must provide the following:

Septic System Permit

If you are going to have a new septic system or have an existing system, you must first contact the Health Department. There is a fee for this service. This could take up to twenty working days to complete. You cannot get a permit from us until we have a copy of your permit from them or a copy of the approval for the existing system. The Health Department can be reached at 706-453-7561. A final inspection is required from the Health Department before electricity can be approved for the home.

Plat of Property

A copy of the plat of the property, indicating the setbacks and any existing structure(s). You can obtain a copy of the plat from the Clerk of Superior Court office (706-453-3340). The fee is for the copy only.

Tax ID Number for the Manufactured Home

You will need a Tax ID Number from the Tax Assessor's office (706-453-3355).

PT-41 or Bill of Sale

PT-41 Form from mobile/manufactured home dealer. If you are buying a used home (other than at a dealership), a bill of sale with the size, serial number, year, make, model, along with the purchase price and a copy of the paid tax bill for the previous year. If this is not available, the previous owner's name, address and the county where the home is located must be provided.

Mobile Home Permit Application

A signed Mobile Home Permit Application with fee. The fee is \$0.20/sf and can be calculated by multiplying the total square feet of the home by \$0.20. For example a 1,400/sf home would have a fee of \$280. (1,400 x .20 = \$280) The application will be reviewed by the Building and Zoning Department for fee accuracy.

Deck Permit

If building a landing larger than 3'x3' from the two (2) exterior doors a Deck Permit is required.



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Manufactured Home Checklist *Continued*

Decal

You must register the home with the Tax Commissioner's Office. In order to register the home you will need...

- PT-41 or Bill of Sale
- the Mobile Home Permit Application from the Building and Zoning Department.

The Tax Commissioner's Office will issue a decal. We must have a copy of the decal before we can issue a permit.

Electric Permit (Set up account at Power Company)

An Electrical Permit will also need to be purchased from the Building and Zoning Department **prior** to any electrical work being performed. An Electrical Permit Application must be accompanied by a copy of the state license and county business license of the subcontractor.

Driveway Permit (if applicable)

A Driveway Permit is required for any new driveways intersecting with a public or state right-of-way before construction of the driveway.

_____ **County Road** - If the lot is located on a county road, contact the Building and Zoning Department at 706-453-3333 and submit Greene County's Driveway Permit Application.

_____ **State Highway** - If the property is located on a State Highway, you must contact the GA State DOT office at 706-343-5836 for their required permit application.

Address

If you need an address assigned, please advise the Building and Zoning Department when applying for a mobile/manufactured home permit.

You will be given a Green Permit Card with the mobile/manufactured home permit number. This card **must** be posted at the driveway entrance so it can be seen from the road. The Inspector will sign the card after each inspection. Inspections will not be performed without the permit card present.

All manufactured home installations must meet the Rules and Regulations of the Office of Commissioner of Insurance Safety Fire Division. More information can be found at

<http://rules.sos.ga.gov/gac/120-3-7?urlRedirected=yes&data=admin&lookingfor=120-3-7>