



Greene County Building and Zoning Department

MANUFACTURED HOME PERMIT APPLICATION

Chuck Wooley Building Official

1034 Silver Dr., Ste 103, Greensboro, GA 30642 Telephone - (706) 453-3333 - FAX (706) 453-2579 www.greenecountyga.gov/building

OFFICE USE ONLY

Permit # _____ Fee _____ Date _____
Zoning Approval _____ Final Approval _____
Use Classification _____ Type _____
[] Pre-Owned Fee \$ _____ .25/sf PLUS an Inspection Fee of \$100 [] New Fee \$ _____ .25/sf

OWNER INFORMATION

Owner Name : _____
Address : _____ City : _____ Zip : _____
Subdivision: _____ Parcel: _____
Phone: _____ Email: _____

DEALER INFORMATION

Manufactured Home Dealer Name: _____
Address: _____ City: _____ Zip: _____
Business License #: _____ State License #: _____
Contact Phone: _____ Email: _____

MOVING/SET UP PERSON INFORMATION

(Copy of business license and certification card if applicable must be provided.)

Name of Company: _____
Main Contact: _____
Address: _____ City: _____ GA Zip: _____
Business License #: _____ State License #: _____
Contact Phone: _____ Email: _____

STRUCTURE INFORMATION

Manufacturer: _____ Model Name: _____
Serial # _____ Year: _____
Total Square Foot:: _____ Lengthx Width: _____ SepticPermit# _____
Deck 1 Size: _____ Deck 2 Size: _____ Deck 3 Size: _____

Applicant's Name: _____
Applicant's Signature: _____ Date: _____

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Manufactured Home Permit Process

DO NOT move the mobile/manufactured home into the county without first getting your permit to avoid any penalties.

The mobile/manufactured home must NOT be put on the lot until the permit is approved. A \$500 fine, in addition to any other permit fees, will be assessed for working without a permit if this occurs. Putting the home on the property without a permit does NOT guarantee that you will eventually receive a permit and the structure may have to be removed at your expense.

Pre-owned manufactured home(s) **MUST BE INSPECTED** by the Building Inspector/Code Enforcement officer before entering the county. The inspection fee is \$100.00 and must be paid in advance. Do not move the mobile/manufactured home into the county without first getting your permit to avoid any penalties. The prospective owner must comply with standards for install of Greene County's Code of Ordinances Section 9.2.1.3 *Application Requirements for Building and Occupancy Permits for Mobile or Manufactured Homes*.

The minimum square footage of the mobile/manufactured home being moved into Greene County must be 1,000 sf unless it is being placed in a mobile home park.

Check the property's zoning to make sure a mobile/manufactured home is allowed on the lot.

Address - If you need an address assigned, please advise our office when applying for a mobile/manufactured home permit.

Electrical Permit - This must be permitted from the Building and Zoning Department. Power will not be granted until all code requirements have been met at and a Notice of Service sent to the power company by the Building and Zoning Department.



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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 \$0.25/sf and can be calculated by multiplying the total square feet of the home by \$0.25. For example a 1,400/sf home would have a fee of \$350. (1,400 x .25 = \$350) 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*

Proof Greene County Taxes are Paid

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.

Attach proof of payment from the Tax Commissioner's Office to your Application.

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>

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**RULES AND REGULATIONS OF THE
OFFICE OF COMMISSIONER
OF INSURANCE SAFETY FIRE DIVISION**

***CHAPTER 120-3-7
Rules and Regulations for Manufactured Homes***

*****See note below regarding auxiliary structures.*****

Rule 120-3-7-.18 Installation Instructions

(16) Miscellaneous.

(b) Auxiliary Structures: All auxiliary structures (such as porches, decks, awning, cabanas, stairs, etc., unless provided and approved by the manufacturer) shall be entirely self-supporting, unless designed and approved by a professional engineer or registered architect. All such structures shall be constructed in accordance with the Georgia State Building Codes or local authority having jurisdiction.

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Manufactured Home Inspections

1st Inspection - Footing: This inspection is performed **after** the lot has been cleared and graded and **before** the footings are ready to be poured. All vegetation must be removed from under where the home is to be placed. Before electricity will be connected, the lot must be graded so that no water will run under the house.

2nd Inspection - Set-up: This inspection is performed **after** the home has been tied down, bonding (if a double-wide), HVAC, electrical and plumbing must be completed, and the septic tank must be hooked up. **No** underpinning may be installed at this inspection. Spacing and location of piers and pads shall be per manufacturer's specifications. All other foundations and tie-down requirements shall meet the Georgia State specification for mobile/manufactured housing according to the Georgia Department of Community Affairs.

3rd Inspection - Certificate of Occupancy: This inspection is performed when the home is complete and ready for electrical service. Per Section 9.2.1.3 of the Greene County Code of Ordinances, the following items must be completed.

- Brick or masonry skirting must be installed. Vinyl and/or lattice will not be approved.
- A minimum 3'x3' pre-fabricated or permanent landing with steps constructed of pressure treated lumber, masonry or metal sufficient to provide safe ingress and egress from two (2) exterior doors of the unit. Individual landings shall meet Greene County building codes. Any landing larger than a 3'x3' must have a Deck Permit on file.
- If over 30" above ground grade, rails are also required.
- Water must be connected to mobile/ manufactured home.
- The final inspection from the Health Department for sewage system must be complete and on file in our office.

Once all inspections are complete and approved, the Building and Zoning Department will send a notice of service to Rayle or GA Power. A CO will be issued at this time.

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PERTINENT CODE SECTIONS

Sec. 7.1. - A1 Agricultural District (Intensive Farming).

This zoning district is comprised primarily of open farm land and land used for intensive agricultural and livestock and poultry production. The intent of the regulations is to encourage the maintenance of the general rural character of openness and discourage the subdivision of land that is better suited to agricultural usage. Residential subdivisions are inappropriate in this district. A farm or farming operation shall not be found to be a public or private nuisance if the farm or farm operation alleged to be a nuisance conforms to generally accepted agriculture and management practices. The intent of this ordinance is to prevent the non-agricultural resident from encroaching on existing, approved, or projected expansion of farms or farming operations.

7.1.1 Permitted Uses. Within the A1 District, only the following uses are permitted:

7.1.1.2 Individual manufactured home.

Sec. 7.2. - A2 Agricultural-Residential District.

This zoning district is composed primarily of limited agricultural activities in areas where compatible low density, rural, single-family residential development has occurred or is occurring. The regulations for this district are designed to provide the landowner an opportunity to engage in limited hobby type agricultural activities for personal use, with the exception of fresh fruits, flowers or vegetables raised on the property that may be sold to the public. A farm or farming operation shall not be found to be a public or private nuisance if the farm or farm operation alleged to be a nuisance conforms to generally accepted agriculture and management practices. The intent of this ordinance is to prevent the non-agricultural resident from encroaching on existing, approved, or projected expansion of farms or farming operations

7.2.1 Permitted Uses. Within the A2 District, the following uses are permitted:

7.2.1.2 Individual manufactured home.

Sec. 7.13. - RM Multi-Family Residential District.

The RM District is composed of areas with existing or proposed high density residential use. The ordinance is designed to accommodate open space, convenience services, and community facilities needed for high density living.

7.13.1 Permitted Uses. Within the RM District, only the following uses are permitted:

7.13.1.5 Individual manufactured home.

Greene County Building and Zoning Department

Sec. 9.2. - Individual manufactured homes and mobile homes.

9.2.1 Individual Mobile Homes or Individual Manufactured Homes. Individual mobile or manufactured homes not meeting the definition of Dwelling, Single-Family, shall comply with the following and other applicable sections of this ordinance:

9.2.1.1 Limitations. Any pre-owned mobile home or manufactured home, as defined in this ordinance, intended for use as a residential dwelling shall be required to meet the requirements of the Greene County Ordinance for the Minimum Health and Safety Standards for Pre-Owned Manufactured Homes if the unit is to be moved into or to another location within Greene County.

The attachment of a mobile or manufactured home to an existing mobile or manufactured home is permitted only if both units were engineered and manufactured for such attachment.

9.2.1.2 Building and Occupancy Permits. Building and Occupancy Permits issued by the Greene County Building Official or his/her authorized agent are required for any mobile or manufactured home:

1. That is hereafter located to Greene County;
2. That is moved from one location to a second location within the county where that manufactured housing unit will house persons or property;
3. Which has not been occupied within the preceding six (6) months;
4. That there is a change in use of the manufactured housing unit; or
5. if the mobile or manufactured home is added to or structurally altered 100 sq. ft. or more.

9.2.1.3 Application Requirements for Building and Occupancy Permits for Mobile or Manufactured Homes. An application for permits for location and occupancy of a mobile or manufactured home is required to be filed by the owner or the owner's agent in the office of the Greene County Building Official before a Building or Occupancy Permit is issued.

A building permit shall not be issued for a mobile home containing aluminum wiring.

Prior to issuing a building permit, it is unlawful to move, locate, relocate, erect or make utility connections of any kind to a mobile or manufactured home in unincorporated Greene County.

All mobile and manufactured homes must be registered with the Greene County Tax Commissioner and approval of the septic system by the Greene County Health Department must be obtained before an Occupancy Permit can be issued.

Prior to issuing an occupancy permit it is unlawful to occupy or otherwise use as a residence a mobile or manufactured home in unincorporated Greene County.

The permit application shall describe the mobile or manufactured home as to size, dimension, year, model, the zoning district and tax map and parcel number of the planned location of the mobile or manufactured home, the intended use of the mobile or manufactured home, the name of the owner and the name of the intended occupants, and the source of water and type of waste disposal system.

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A site plan showing the location of the mobile or manufactured home, water source, septic tank and the primary and alternate drain field will be included with the permit application.

If the intended use of the mobile or manufactured home is as an accessory use, hardship use or farm caretaker, then details of such proposed use shall be provided by the applicant.

Mobile and manufactured homes shall be provided with prefabricated or permanent stairs and a minimum three (3) feet x three (3) feet landing, constructed of pressure treated lumber, masonry or metal sufficient to provide safe ingress and egress from two (2) exterior doors of the unit. Individual or larger landings shall be permitted and meet Greene County building codes. All mobile and manufactured homes must be underpinned by a permanent foundation; and meet all other applicable state and county statutes, regulations and ordinances.

9.2.1.4 Temporary Usage. A manufactured home may be used as an office in a subdivision, by a contractor during construction or development. In other than a subdivision, a manufactured home may be used as a temporary residence during the reconstruction of a permanent residence which has been destroyed by fire, natural disaster or condemnation. All of the above uses must be requested in writing, be for a period not to exceed twelve (12) months, and have written approval of the Planning and Zoning Board. The Planning and Zoning Board may extend the twelve (12) month period one time where necessary for up to an additional six (6) month period.

Manufactured homes may be permitted on a lot in the A1 and A2 zoning districts which contains another residential dwelling in the case of health hardship provided:

1. The requirements of Article VIII are met;
2. All setback requirements are met;
3. There is only one such use per lot;
4. A special permit is issued by the Zoning Administrator. The permit must be renewed annually upon presenting sufficient evidence of such medical hardship as stated in the original application still exists; and
5. When the medical hardship originally applied for no longer exists, the Zoning Administrator will be so notified by the property owner, the special permit will be withdrawn and the manufactured home removed from the property within sixty (60) days of the permit withdrawal date or expiration date, whichever occurs first. The Zoning Administrator is authorized to extend the sixty (60) day limit one time for an additional sixty (60) days for sufficient cause.

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9.2.1.5 Accessory Buildings. A mobile or manufactured home may be used as an accessory building in the A1 and A2 zoning districts provided:

1. All appliances, beds, lavatories and furniture have been removed;
2. No more than one such building is permitted per lot or parcel;
3. The building is located between the principal building (or any other structure used as a residence) and the rear of the lot, but no closer than one hundred fifty (150) feet from the centerline of the street providing access to the lot or parcel;
4. The building meets the side and rear lot setbacks of the district where located;
5. The building's physical condition is in keeping with other such accessory buildings in the surrounding area;
6. The building is supported and tied down and underpinned by a permanent foundation in such a manner as not to present a safety or health risk as determined by the Building Official, but in no case shall there be less than three (3) diagonal (frame) ties on each side or two (2) over the roof ties, properly anchored;
7. Any required electrical connection to an outside power source must be inspected and approved by the Building Official or his/her authorized agent;
8. The building, if observable from any street, requires a vegetative buffer to be planted between the street and building; and
9. The building is not used for human occupancy.

9.2.2 Manufactured Home Subdivisions/Manufactured Home Parks. Manufactured home subdivisions and manufactured home parks hereafter developed or expanded either by an increase in acreage or in the number of dwelling units must comply with the Greene County Subdivision Regulations and this ordinance.

Sec. 9.4. - Manufactured home installation.

9.4.1 Installation. All manufactured homes, located to or moved within Greene County, Georgia, at or after the adoption of this ordinance shall be installed and permitted by a licensed installer as required by O.C.G.A. § 8-2-164, and in accordance with the applicable manufacturer's installation instructions, specifically including, without limitation, correctly installed tie-downs and anchors. In the absence of such instructions, installations shall be performed in accordance with the applicable rules and regulations adopted by the Georgia Safety Fire Commissioner. (See O.C.G.A. § 8-2-160 et seq.)

9.4.2 Penalties for Improper Installation. Failure by the owner of a manufactured home to obtain and utilize tie downs and anchors for his manufactured home or modular home placed in Greene County, Georgia, after the effective date of this ordinance shall constitute a misdemeanor, punishable by a fine of not more than \$500.00.

9.4.3 Home Orientation. All manufactured homes are subject to the following conditions:

9.4.3.1 No manufactured home shall be located within thirty (30) feet of any permanent type of building.

Greene County Building and Zoning Department

9.4.3.2 The manufactured home unit must be located on a permanent foundation that completely encloses the undercarriage, and the unit must be connected to water and sewerage in compliance with the applicable ordinance of Greene County.

9.4.3.3 All manufactured homes shall meet the adopted building, gas, plumbing, electric, and other codes and ordinances of Greene County, Georgia.

9.4.3.4 No manufactured home shall be allowed to be occupied in Greene County, Georgia, unless it bears an insignia issued by the United States Department of Housing and Urban Development, and the Building Official or his/her authorized agent of Greene County, Georgia, finds that the manufactured home is in compliance with all Greene County, Georgia building codes, housing codes, mechanical codes, plumbing codes, gas codes, electrical codes, fire prevention codes and all ordinances of Greene County, Georgia.

However, a manufactured home that has been continuously and legally located in Greene County, Georgia shall be allowed to remain if the following conditions are met:

1. All ad valorem taxes on the manufactured home have been timely paid in full;
2. The Building Official or his/her authorized agent of Greene County, Georgia finds that the manufactured home is in compliance with all applicable federal, state, and local codes.

9.4.3.5 Non-conformance. Any manufactured home which does not meet the requirements in the above paragraphs shall be removed after receipt of notice of its non-conformance from the Zoning Administrator.

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ARTICLE VIII. - AREA, YARD AND HEIGHT REQUIREMENTS

FOR REFERENCE:
 65,340/sf = 1.5 acres
 32,670/sf = .75 acres

[Sec. 8.1. - Generally.]

This Article is established to show the minimum size, width, and maximum height requirements for the land uses within each designated district. Lot size shall be based on factors including the size of the building required for that use, required parking, and ground water flow. The Planning and Zoning Board is authorized to increase minimum lot sizes and otherwise vary district development standards to accommodate the need to use septic tanks and/or wells and Health Department regulations in this regard. The unavailability of public sewer and/or water shall preclude the ability to develop projects which cannot utilize septic tanks.

District	Minimum Lot Size See Note ⁴			Min. Sq. Ft. per Dwelling Unit/Min. Heated Floor Area	Minimum Yard Requirements			Maximum Height of Building (Feet) Note ⁵	
	Lot Area (sq. ft.)	Lot Size per Dwelling Unit	Lot Width (ft.)		Front setback edge of ROW		Minimum Side Yard		Minimum Rear Yard
					Arterial and Collector	Other Streets			
A1/A2 ¹	65,340	65,340	150	1,000/1,000	50	30	20	40	40 ¹
R1/LR1 ³									
without W or S	65,340	65,340	125	1,000/1,000	40	30	20	40	40
with W or S	32,670	32,670	125	1,000/1,000	40	30	20	40	40
with W and S	15,000	15,000	125	1,000/1,000	40	30	20	40	40
R2/LR2 ³									
One unit									
without W or S	65,340	65,340	100	1,000/1,000	40	30	15	30	40
with W or S	32,670	32,670	100	1,000/1,000	40	30	15	30	40
with W and S	15,000	15,000	100	1,000/1,000	40	30	15	30	40

Two units	Greene County Building and Zoning Department								
without W or S	65,340	65,340	100	1,000/1,000	40	30	15	30	40
with W or S	32,670	32,670	100	1,000/1,000	40	30	15	30	40
with W and S	20,000	10,000	100	1,000/1,000	40	30	15	30	40
RM ²									
One unit									
without W or S	32,670	32,670	100	600/600	50	30	20	20	40
with W or S	20,000	20,000	100	600/600	50	30	20	20	40
with W and S	15,000	15,000	100	600/600	50	30	20	20	40
Two units									
without W or S	32,670	15,000	100	600/600	50	30	20	20	40
with W or S	20,000	10,000	100	600/600	50	30	20	20	40
with W and S	15,000	7,500	100	600/600	50	30	20	20	40
B1	—	—	—	—	50	30	20	20	40
B2	—	—	—	—	50	30	20	20	40
LI/HI/C3	—	—	—	—	50	50	20	20	40 ¹
LP ³		—	—	—	50	30	20	20	40
LC ³	—	—	—	—	50	30	20	20	40

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S - Public or community sewerage system

W - Public or community water system

¹ Excludes buildings for agriculture use

² All multi-family development must comply with section 9.5

³ No permanent structures allowed within 65 feet of water line at normal level

⁴ For lots lying by Lake Oconee with on-site sewage management systems, lot sizes shall be exclusive of that portion of lot lying within 75 feet of the high water line of Lake Oconee

⁵ Excludes church steeples