

MCDUFFIE COUNTY PLANNING COMMISSION

210 RAILROAD STREET, P.O. BOX 7, THOMSON, GEORGIA 30824

(706) 595-5355 FAX (706)595-4204

MOBILE HOME PROCEDURES

Prior to obtaining your manufactured home permits you should confirm with the Planning Commission staff the suitability of the manufactured home and the land on which it will be located as they relate to current zoning requirements.

Follow these steps:

- 1.) Driveway (Pipe) Permit – Contact the McDuffie County Road Department located at 504 Railroad Street to obtain your driveway permit. 706– 595-2591. **NO MOBILE HOME PERMIT CAN BE ISSUED UNTIL THE DRIVEWAY PERMIT IS APPROVED BY THE COUNTY ROAD DEPARTMENT.**
 - 2.) Utilities:
 - a.) **Municipal Utilities** – If municipal water and/or sewer are *available to any part of your lot or land (even if it is located across the road), you are required by State and local regulations to tap on to these services. You may purchase your water and/or sewer taps at City Hall located at 210 Railroad Street (595-1781). Please remember to bring your tap receipt back to the Planning Commission when applying for permits.
 - b.) **Septic Tank and Well** – If municipal water and/or sewer are not *available to your lot or land, you must obtain a Health Site approval from Mr. Tim Mosley at the McDuffie County Health Department. (706) 595-1740. Please bring Mr. Mosley's septic tank permit back to the Planning Commission when applying for permits.
- [* Availability of municipal utilities will be determined by the Planning Commission.]
- 3.) Mobile Home Decal - Obtain a mobile home decal from the Tax Commissioner's Office (210 Railroad Street.) You must bring the decal receipt to the Planning Commission to obtain your permit.
 - 4.) Property Plat - Bring a copy of the plat (land survey) of the property on which the manufactured home will be placed. This must be a complete plat showing the entire property, surveyor's name and stamp, date, etc. If you have a large size plat it should be reduced by the copier in order to obtain a copy of the whole plat. The Planning Commission will not accept a section of a plat, real estate office information sheet, surveyor's field drawings, etc. If you do not already have a copy of your plat, you may obtain a copy of the plat at the County Clerk's office in the courthouse. Please be advised that, depending on the circumstances, you may have to have a new plat drawn.
 - 5.) After obtaining all four of the above referenced items (driveway pipe permit, septic tank letter or tap receipt, decal receipt, and plat), bring them to the Planning Commission for review and possible purchase of permits.
 - 6.) Addresses Required – Effective immediately, all new habitable structures, whether residential (single-family, multifamily, etc.), commercial, or industrial must now have its street address clearly displayed as required by local county ordinance and State law. Release of electricity to a structure will not be authorized unless the owner or tenant has the address number displayed. (Please refer to the attached sheet for additional information.)

After you have purchased your manufactured (mobile home) permits, follow these steps:

- 1.) Take the manufactured/mobile home moving permit back to the dealer. If there is no dealer involved, you (or the owner, mover, etc.) will have to place the moving permits in the manufactured home prior to it being moved. Note the instructions on the mobile home / moving permit(s).
- 2.) Have the manufactured home set up, by the dealer or yourself. [Caution: **DO NOT** skirt the trailer with masonry until **after** the unit has received its first inspection.] Also, if not already installed, your municipal water and/or sewer, or septic tank and well should be installed at this time.
- 3.) After the unit has been set on its block piers (underpinned), anchored down, the electric lines wired into the inside panel box, and the plumbing run to the septic tank, call for your first inspection. Remember the following: 1.) Do not skirt your unit until instructed to do so by the county building inspector. 2.) If there is an error made in the setup, wiring, plumbing of the unit, and the inspector has to make more than two (2) inspections, there will be a \$25.00 re-inspection fee charged for each additional inspection. 3.) On the first inspection the unit will have to be open in order to inspect the inside panel box. 4.) By the time you (your dealer, etc.) call for your first inspection if applicable, your septic tank should have been installed and inspected by the health department.
- 4.) You may install the required masonry skirting and step/landings only after you have received permission to do so by the inspector. [Note: Vinyl skirting is approved only for units placed in an approved mobile home park.] After the skirting and steps (with required landings) have been installed, call for your second inspection.
- 5.) Remember: Your residence (or appropriate structure) will be approved for electricity only after the unit has been properly set up, your driveway permit approved, and the septic tank approved by the Health Department.

Note: Generally, these instructions will apply to all manufactured home installations.

CAUTION: IF IT IS NECESSARY TO MAKE A REINSPECTION THERE WILL BE A \$25.00 REINSPECTION FEE.

