Chatham County Department of Building Safety & Regulatory Services
1117 Eisenhower Dr Ste D Savannah, GA 31406
912-201-4300

MEMBER ICC INTERNATIONAL CODE COUNCIL®

Clifford Bascombe, CBO
Director

MANUFACTURED / MOBILE HOME PERMIT APPLICATION

____ **MOBILE HOME IN PARK** – Complete first two pages only
FDPO Engineering approval for manufactured homes in flood zones - **REQUIRED**
Environmental Health approval if a septic tank exists on lot - **REQUIRED**

____ **MANUFACTURED OR MOBILE HOME ON PRIVATE PROPERTY** – Submit the following with the application:

1. Application Checklist Affidavit (attached)
2. Mobile homes must have been manufactured AFTER June 15, 1976. They must be classified HUD Wind Zone II.
3. Two copies of a site plan (not larger than 11 ½ by 17) showing what exists on lot (buildings, septic system, swimming pool, accessory buildings, etc.).
4. FDPO Engineering approval for manufactured homes in flood zones
5. Environmental Health approval if a septic tank exists on lot
6. Public Works approval for new driveway

P.I.N.:_____ *Obtained from Assessor's office (912) 652-7271.*

Project Address: _____

Secondary Address inside MH park: _____

Manufactured / Mobile Home Owner:

Name: _____ Phone (_____) _____-_____

Address: _____

City: _____State: _____ Zip: _____

Person applying for permit: Same as mobile home owner? □ Yes □ No

Name: _____ Phone (_____)_____-_____

Company: _____

Address: _____

Email: _____

Contractor/ Mover:

Company: _____

Address: _____

Phone: (_____)_____ Email:_____

Mobile Home Details:

□ New □ Replacement of existing Value of Mobile Home: $ _____

Year: _____ Make/Model: _____

Serial or ID number: _____

Size of Mobile Home: _____x_____ Bedrooms _____ Baths _____ Total #of Rooms_____

Is it a Zone II or Zone III Home? □ Yes □ No

Is this in a flood zone? □ Yes □ No Zoned: _____

Modular Home Details:

Under Roof SF _____ Stories _____ Bedrooms _____ Baths_____

Utilities:

Water: □ New Connection □ Already Connected

Provider: □ City □ County □ Private Utility □ Community Well □ Private Well

Septic Tank: □ New □ Existing (*For sewer service, complete below)*

Sewer: □ New Connection □ Already Connected

Provider: □ City Sewer □ County Sewer □ Private Utility

It is understood and agreed by the undersigned owner or agent that the approval of this application does not constitute a privilege to violate the building codes, zoning ordinance, or other ordinances of Chatham County and that any omission of or misrepresentation of fact with or without intention of the undersigned or any alteration from this application (including changing subcontractors) without the approval of the Building Official shall constitute sufficient ground for the revocation of any permit issued which was based on the approval of this application. The owner, listed above, will be held responsible for insuring that all permits have been obtained and that all required inspections have been made. The owner will be held legally liable for any violations which may occur with or without his or her knowledge. The owner may request a Certificate of Occupancy or Certificate of Completion when all required inspections have been approved.

Owner/Agent _____ Date_____

For Office Use Only

Approved: _____ **Date:** _____

APPROVALS INFORMATION

All approvals must be obtained before applying for permit.

For septic tanks, contact:

Georgia Department of Public Health
1395 Eisenhower Drive, Savannah, GA 31406
(912) 356-2160
https://www.gachd.org/chatham_county_environmental_h/

For driveways, contact:

Link to download the application: https://publicworks.chathamcountyga.gov/Roads/Maintenance

Link to complete the application online:
https://publicworks.chathamcountyga.gov/Roads/ROWApplications

Bring or mail payment, along with application and sketch, to:

Chatham County Public Works
7226 Varnedoe Drive
Savannah, GA 31406
912-652-6840

For modular homes in a flood zone, contact:

FDPO Engineering - 124 Bull Street, Savannah, GA

Call 912-652-7800 for an appointment – will need to take one set of construction plans

Chatham County Building Safety & Regulatory Services

APPLICATION CHECKLIST AFFIDAVIT FOR MOBILE HOMES OR MODULAR HOMES ON PRIVATE PROPERTY

Address: _____ Permit # _____

Required Forms & Documents

Y	N	
☐	☐	Signed Application
☐	☐	Application Checklist Affidavit *(this form)* Site
☐	☐	Plan – Two copies (11-1/2 by 17)
☐	☐	Subcontractor Signature Page
☐	☐	Modular Homes – 2 sets of plans

All Required Additional Approvals

Y	N	
☐	☐	Environmental Health Department *(ALL lots that have/will have a septic tank)*
☐	☐	Public Works Department *(Driveway requirements)*
☐	☐	Engineering *(Flood zone approval)*

Note: Supplemental information may be required during plan review to address deficiencies.

Pursuant to the requirements established by Georgia Law Section §8-2-26, I am submitting all documents checked "Y" above for review and approval.

Signature _____ Printed Name _____

Date _____

****

Office Use Only

Application: □ Complete □ Not Complete Name:_____

Date_____

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Assistant Director

SUBCONTRACTOR AGREEMENT FOR MOBILE HOMES

Contractor/ Mover: Date _____

Name: _____

Company: _____

Address: _____

Phone No. (_____)_____-_____ State License #_____

I hereby certify that I will perform the setup work for the project described above and I further certify that I have a valid State and Local Business Tax Certification (license)

Local License #_____ Jurisdiction _____

Signature_____

Electrician: Date _____

Name: _____

Company: _____

Address: _____

Phone No. (_____)_____-_____ Fax No. (_____)_____-_____

I hereby certify that I will perform the electrical work for the project described above and I further certify that I have a valid State and Local Business Tax Certification (license)

Local License #_____ Jurisdiction _____

State License #_____

Signature_____

SUBCONTRACTOR AGREEMENT FOR MANUFACTURED HOMES

Job Location _____

General Contractor _____

Permit #_____

PLUMBING Date _____

I hereby certify that I will perform the plumbing work for the project described above and I further certify that I have a valid Georgia State license and Local Business License.

Local Business License #_____ Jurisdiction _____
State License # _____ Expires: _____
Company Name _____
Signature_____ Phone No. (____)_____-_____
Email _____

ELECTRICAL Date _____

I hereby certify that I will perform the electrical work for the project described above and I further certify that I have a valid Georgia State license and Local Business License.

Local Business License #_____ Jurisdiction _____
State License # _____ Expires: _____
Company Name _____
Signature_____ Phone No. (____)_____-_____
Email _____

MECHANICAL Date _____

I hereby certify that I will perform the mechanical work for the project described above and I further certify that I have a valid Georgia State license and Local Business License.

Local Business License #_____ Jurisdiction _____
State License # _____ Expires: _____
Company Name _____
Signature_____ Phone No. (____)_____-_____
Email _____

MOBILE HOME NOTICES AND REQUIREMENTS

FLOOD ZONES: An Elevation Certificate is required for mobile homes in a flood zone, as required by FEMA. The mobile home and all air conditioning/heating equipment, including duct work, must be elevated to a minimum of one (1) foot above the base flood elevation. The Finished Construction Elevation Certificate is due before the final inspection can be scheduled and release to the power company.

CHATHAM COUNTY HEALTH DEPARTMENT (Private Property): If a septic tank is involved, you must receive an approval from the Chatham County Health Department before the permit can be applied for.

CULVERT FEE & DRIVEWAY BOND (Private Property): The permit application is reviewed by the Chatham County Public Works Department to determine if a culvert is needed and if the driveway apron must be paved. The approval must be received before the permit can be applied for.

COUNTY WATER AND SEWER TAP FEES (Private Property): If the property is served by Consolidated Utilities, you will be charged a tap fee and must be paid before the permit is issued.

SETBACKS (Private Property): It is the responsibility of the owner/contractor to string all four sides of a lot so that required setbacks may be checked. The stringing must remain in place until the slab or footing inspection is passed.

PERMIT POSTING: The permit must be posted from commencement of the work until the final inspection has been completed and passed. Failure to post and maintain the permit will result in the scheduled inspection being automatically failed and a $30.00 re-inspection fee assessed at that time.

ZONE II REQUIREMENTS: All mobile homes **must** be a Zone II or Zone III home.

DATE OF MANUFACTURE: A single-wide or double-wide unit, must be designed and constructed after June 15, 1976, which is HUD certified. (Chapter 9 of Chatham County Code Book)

MOBILE HOME FINAL INSPECTION: The following items, at a minimum, will be inspected by the Chatham County Building Safety Department. If all items pass, a power release will be issued to Georgia Power:

1. Current Tax Assessor's sticker placed in a prominent visible place.
2. Fire Marshall sticker placed in a prominent visible place. (Provided by mobile home mover.)
3. Exterior steps and landings at all entrances.
4. Double blocked at four corners.
5. A foundation and hurricane tie-downs or anchors.
6. Smoke detectors.
7. For emergency egress, keyed locks are not allowed inside the mobile home; only thumb locks.
8. A Chatham County licensed electrician may perform the electrical hook-up. For double-wide mobile homes, the copper bond jumper will be inspected.
9. Dryer duct must extend beyond where skirting will be placed.
10. Minimum 6 mil. poly sheeting with 90% coverage under the mobile home.
11. The towing assembly and wheels removed from the unit prior to occupancy.