



OGLETHORPE COUNTY BUILDING DEPARTMENT/PLANNING & ZONING

Manufactured Home Building Permit Process

To assist you in making your new home a reality we have created this packet of frequently requested information. All of the documents listed herein are also available on our website page: <http://www.onlineoglethorpe.com/PZI-Forms-v-39.html>

1. Oglethorpe County has three classes of Manufactured Homes:

a. "Class A": Allowed in ALL zoning districts:

1. **ARE** constructed in accordance with the National Manufactured Housing Construction and Safety Standards Act of 1974, as amended June 15, 1976, 42 U. S. C. 5401, et seq., bearing an insignia or sticker of approval issued by HUD
2. **MEET** Rules and regulations for Manufactured Housing and Mobile Home Minimum Standards Installation Requirements (Item f. below)
3. **MEET** Oglethorpe County Zoning Ordinance Section 901.2, Minimum Compatibility Standards (Item g. below)
 - a. A certification is required for "Class A" homes **manufactured within the current calendar year** which states the home meets Section 901.2, Minimum Compatibility Standards.
 - b. "Class A" homes **not manufactured within the current year** are required to have a Pre-Moving inspection to determine compliance with Section 901.2, Minimum Compatibility Standards. (Item f. below)
 - c. The cost for "Class A" inspections, where the home being moved into the county is \$50, plus \$15 per hour, plus mileage at a current rate of .50 cents per mile. Mileage is to be measured from the office of the Building Inspector.

b. "Class B": Allowed in A2 and A1 zoning districts only:

1. **ARE** constructed in accordance with the National Manufactured Housing Construction and Safety Standards Act of 1974, as amended June 15, 1976, 42 U. S. C. 5401, et seq., bearing an insignia or sticker of approval issued by HUD
2. **MEET** Rules and regulations for Manufactured Housing and Mobile Home Minimum Standards Installation Requirements (Item f. below)
3. **DO NOT** Meet Oglethorpe County Zoning Ordinance, Section 901.2, Minimum Compatibility Standards
 - a. "Class B" homes are required to have a Pre-Moving inspection to determine compliance with the Rules and regulations for Manufactured Housing and Mobile Home Minimum Standards Installation Requirements
 - b. The cost for "Class B" inspections, where the home being moved into the county, is \$50, plus \$15 per hour, plus mileage at a current rate of .50 cents per mile. Mileage is to be measured from the office of the Building Inspector.

c. "Class C": Allowed in A2 and A1 zoning districts only:

1. **ARE NOT** allowed to be moved *into* the county
2. Will be allowed to move *within* the county if it the home **MEETS** the Rules and Regulations for Manufactured Housing and Mobile Home Minimum Standards Installation Requirements (Item f. below)
3. **Is NOT** constructed in accordance with the National Manufactured Housing Construction and Safety Standards Act of 1974, as amended June 15, 1976, 42 U. S. C. 5401, et seq., bearing an insignia or sticker of approval issued by HUD
4. **DO NOT** meet Oglethorpe County Zoning Ordinance, Section 901.2, Minimum Compatibility Standards
 - a. "Class C" homes are required to have a Pre-Moving inspection to determine compliance with the Oglethorpe County "Rules and regulations for Manufactured Housing and Mobile Home Minimum Standards Installation Requirements
 - b. The cost for "Class C" inspections is \$50.

d. Pre-Moving inspections will be conducted by the Oglethorpe County Building Inspector, or by an inspector who has been duly authorized by the Oglethorpe County Building Inspector.

e. **ALL pre-moving inspection fees MUST be paid in advance of the date of inspection and ALL are NON-REFUNDABLE.**

f. **Minimum Safety Standards**

(a) HUD Code: Every pre-owned manufactured home located in the jurisdiction shall be in compliance with the Federal Manufactured Housing Construction and Safety Standards Act, 42 U.S.C. 5401-5445 (the HUD Code) and shall not have been altered in such a way that the home no longer meets the HUD Code

(b) Interior Condition. Every floor, interior wall, and ceiling of a pre-owned manufactured home shall be in sound condition. Doors and windows shall be operable, watertight and in good working condition. The floor system shall be in sound condition and free of warping, holes, water damage, or deterioration.

(c) Exterior Condition. The exterior of all pre-owned manufactured homes shall be free of loose or rotting boards or timbers and any other conditions that might admit rain or moisture to the interior portions of the walls or to occupied spaces. The exterior siding shall be free of rot and rust. Roofs shall be structurally sound and have no obvious defects that might admit rain or cause moisture to collect on the interior portion of the home.

(d) Sanitary Facilities. Every plumbing fixture, water, and waste pipe of a pre-owned manufactured home shall be in a sanitary working condition when properly connected, and shall be free from leaks and obstructions. Each home shall contain a kitchen sink. Each bathroom shall contain a lavatory and water closet. At least one bathroom shall contain a tub and/or shower facilities. Each of these fixtures shall be checked upon being connected to ensure they are in good working condition.

(e) Heating Systems. Heating shall be safe and in working condition. Un-vented heaters shall be prohibited.

(f) Electrical Systems (switches, receptacles, fixtures, etc.) shall be properly installed and wired and shall be in working condition. Distribution panels shall be in compliance with the approved listing, complete with required breakers, with all unused openings covered with solid covers approved and listed for that purpose. The home shall be subject to an electrical continuity test to assure that all metallic parts are properly bonded. Each pre-owned manufactured home shall contain a water heater in safe and working order.

(g) Hot Water Supply. Each home shall contain a water heater in safe and working condition

(h) Egress Windows. Each bedroom of a manufactured home shall have at least one operable window of a net clean opening 5.7 square feet to allow egress if necessary. Grade floor openings shall be a minimum of 5.5 square feet. (R3 10.1.1) Minimum height is a clear opening of 24 inches (R3 10.1.2) and minimum width is a clean opening of 20 inches (R3 10.1.3).

(i) Ventilation. The kitchen in the home shall have at least one operating window or other ventilation device.

(j) Smoke Detectors. Each pre-owned manufactured home shall contain one operable battery-powered smoke detector in each bedroom, in the kitchen, and in the hallway to the bedrooms, which must be installed in accordance with the manufacturer's recommendations.

g. Minimum Compatibility Standards – Excerpt from the Oglethorpe County Zoning Ordinance, dated Jan. 10, 2005, Section 901.2:

The following standards shall be used to determine compatibility of Manufactured Housing with permitted "stick-built" single-family dwellings constructed on site, including size, siding material, roof material, foundation, and general aesthetic appearance, as set out in Subsection 901.1, Manufactured Housing Classification, herein.

1. The length of the manufactured home shall not exceed three times its width, measured at the narrowest point, and it shall have a minimum floor area of nine hundred (900) square feet.
2. The pitch of the roof shall have a minimum vertical rise of four (4) inches for every twelve (12) inches of horizontal run, and the roof shall be finished with a type of shingle or standing seam metal that is commonly used in standard residential construction.
3. The exterior siding materials shall consist of siding made of wood, hardboard, aluminum, or vinyl, or other materials of like appearance, comparable in composition, appearance, and durability to the exterior siding materials commonly used in standard residential construction.
4. The manufactured home shall be placed on a permanent foundation, either slab or pier, meeting the requirements of the Standard Building Code. A masonry curtain wall, un-pierced except for the required ventilation and access, must be installed so that it encloses the area under the manufactured home to ground level.
5. The tongue, axles, transporting lights, and towing apparatus shall be removed from the manufactured housing unit and from the lot after placement of the manufactured home on the lot and prior to occupancy.
6. Utility meters for the manufactured home shall be mounted to the structure rather than on a utility pole.

2. Find out the zoning for your property to determine what class of home is permitted:

Call the Planning, Zoning & Building Inspection office (P & Z) with the address, map and parcel, and/or the name of the current property owner. P & Z will tell you which zoning district your property is located in and supply you with a copy of the zoning and lot regulations for your zoning district.

Do not subdivide a piece of property or decide on a building site before speaking to the P & Z office. Zoning districts dictate the size and use of the property. Changing either *may* trigger a necessary change in zoning. New surveys not meeting the necessary zoning district and lot regulations will not be approved for recording. A rezone *may* be required before building can commence. The rezone process takes 45 days and the cost is \$250.

For property located within the city limits of Arnoldsville, Crawford, Lexington, and Maxeys please note: These municipalities have their own city council review process and all have adopted the Oglethorpe County building codes. Following city council approval, the P & Z office will issue building permits for property located within the city limits of these municipalities.

The *minimum* size for a lot served by an individual septic tank system is 1.5 acres. Each zoning district has its own lot size minimums which may be larger than 1.5 acres. Only one residence is allowed for each recorded parcel of land.

3. Record your new survey (if applicable):

- a. Bring five copies of your original survey to the P & Z office for approval. The approval process may take up to 24 hours.
- b. Once approved, take 3 copies of your approved survey to the Oglethorpe County Clerk's office, located in the Oglethorpe County Courthouse, for recording. The recording cost is \$8 and the clerk's office will return one copy of the recorded plat to you.

4. Apply for your physical mailing address (if applicable):

Physical mailing addresses are assigned by Mrs. Sue Wall whose office is located in the Oglethorpe County Jail complex at 115 Buddy Faust Road. Please allow 24 hours for the processing of your new address.

Items which may be needed:

- a. Plat of your property
- b. Directions to your property and the marking of your driveway location
- c. The addresses of residents on either side of your property
- d. A description of your manufactured home

5. Apply for your Driveway Permit at the P & Z office if your proposed driveway is located on a county road: Fee \$50

- e. The Oglethorpe Co. driveway ordinance and driveway permit applications may be found on our website: [Driveway Ordinance](#) ; [Driveway Permit](#)
- f. Driveways must be approved before Certificates of Occupancy are issued.
- g. Oglethorpe County does not supply driveway piping or materials.

6. Apply for a Septic Permit from the Oglethorpe County Health Department (if applicable): (phone 706.743.8181)

Steps Involved:

- a. Obtain a level III soil investigation report. (Note: soil reports may already be on file for subdivision lots.) (Approximate cost \$250).
- b. Apply for your septic permit (Approximate cost \$225 for a residential permit).
- c. The Health Department will require a copy of your recorded plat and the original stamped soil survey.
- h. Septic tank permit reviews may take 7-10 days or longer depending on site limitations.
- i. If your site already has a septic system in place, the cost for an Existing Septic Inspection is approximately \$100.

7. Apply for your Building Permit at the P & Z office:

New Manufactured Home Building Permit Fees:

Minimum Fee: \$250
Heated square foot: .20 cents
Unheated square foot: .05 cents
Certificate of Occupancy: \$50

Pre-Owned Home Building Permit Fees:

Flat Fee: \$50
Certificate of Occupancy Fee of \$50

- a. The building permit may be pulled by the homeowner or the company authorized to move and setup the home. [Building permit application](#)
- b. Required items:
 - i. A copy of the recorded plat

- ii. A copy of the septic permit
- iii. A copy of the Dealers Statement of Sale if applicable
- iv. A copy of the Tax Paid notice or copy of Tax Exempt Sticker from the Oglethorpe County Tax Commissioners Office (706.743.8422)
- v. Contractor/Dealer registration information if the contractor/dealer is not registered in Oglethorpe Co. [Contractor registration application](#) (See #11 Below)

8. Installation Requirements

1. Each manufactured housing unit shall be installed according to the manufacturer's installation instructions (when available), or Appendix "H" of the Georgia State Building Code, and/or ICC International Residential Code, whichever is stricter, and shall include the use of approved tie-downs and ground anchors sufficient to withstand winds of 100 miles an hour, so as to resist wind overturning and sliding;
2. The foundation must be enclosed by a curtain wall, manufactured skirting material, masonry construction, or other material manufactured for such purpose. Materials not manufactured for such purpose may be used if approved by the Oglethorpe County Board of Commissioners or their designated official(s) prior to installation. Material not manufactured for such purpose must be installed to the same standards as materials manufactured for such purpose.

For double wide manufactured homes: the ICC Building code requires that all masonry underpin footing be at least 4" inches deep by 8" wide of concrete on a hard footing that meets the requirements of regular footings for stick built homes. Underpin footings must be inspected before the concrete is poured. (Note: FHA financing requires footings which are 8" wide by 8" deep.)

3. Each manufactured/mobile home must be provided with prefabricated or permanent stairs with landing, constructed from pressure treated lumber, masonry, or metal, sufficient to provide ingress and egress from two (2) exterior doors of the manufactured/mobile home unit. Loose stacked steps are strictly prohibited. Said Landing dimensions shall be a minimum of three (3') feet by three (3') feet. If over thirty (30") inches above the ground, handrails and guardrails shall be required.
4. Owners shall be allowed three (3) months after issuance of a building permit in which to complete underpinning and landings.
5. Where stricter standards or requirements are specified herein, or in the Oglethorpe County Rules and Regulations for Manufactured Housing and Mobile Homes, Minimum, Standards for Installation Requirements, those stricter standards or requirements shall apply.

9. Apply for an Electrical Permit to cover the cost to the County for the inspection of the power pole and the electrical systems in the home: Flat fee \$50

- a. Apply for service with your electrical service provider.
- b. To receive your permit, complete the [Electrical permit application](#) and forward it, and your payment, to P & Z.
- c. When you are ready for your power to be turned on, ask P & Z to set up a permanent service inspection with the Building Inspector. Follow this same procedure for a temporary power pole inspection.
- d. Once approved, P & Z will call your service provider and let them know your site has passed inspection and the power should be turned on.
- e. **You must also call your service provider** and verify that you are ready to have your service turned on.

10. Apply for a Mechanical Permit to cover the cost to the County for the inspection to the heat and air conditioning unit: Flat fee \$50

- a. Heat and Air Conditioning units are installed on a separate concrete pad outside of the manufactured home. Therefore, these units require a separate inspection for installation and electrical connection to the home.
- b. To receive your permit, complete the [Mechanical permit application](#) and forward it, and your payment, to P & Z.

11. Required inspections during the building process

Upon receipt of the applicable permits you may relocate the manufactured home on a residential site for the purposes of inspection. You (or your builder) must arrange for the following inspections to be held. Inspections may be made in sequence as listed below or inspections may be combined as long as all work is visible for the Building Inspector.

Note: A \$25 re-inspection fee will be charged for every inspection that fails.

- f. Temporary power or permanent power
- g. Footing: The Inspector must probe ALL holes *before* concrete is poured. ABS pads are allowed for single wide manufactured homes.
- h. Approved tie downs, vapor barrier, and piers
- i. Underpin
- j. Deck, pier hole probe (before concrete is poured)
- k. Final Inspection/Certificate of Occupancy which includes Heat & Air

12. Contractor Information:

All building contractors, electricians, plumbers, and heating and air contractors must be licensed by the state of GA and must be registered with Oglethorpe Co. There is not a charge for registering with the county. [House Bill 1003 regarding contractor licensing requirements](#). To check a **Contractor's State license status** go to: <https://secure.sos.state.ga.us/myverification/Search.aspx>

If your contractor(s) are not registered with Oglethorpe Co., click [Contractor registration application](#):

When registering with Oglethorpe Co. contractors must supply the following:

1. State of GA contractor's license
2. A business license from any location in the State of GA
3. A valid driver's license

The P & Z office accepts cash or checks only. We do not accept credit cards. Checks should be made out to Oglethorpe County BOC.

