



MORGAN COUNTY PLANNING AND DEVELOPMENT

Post Office Box 1357

150 East Washington Street, Suite 200

Madison, Georgia 30650

(706) 342-4373 Office (706) 343-6455 Fax

Documents Required for Obtaining a Manufactured Home Permit

_____ **Septic Tank Permit or Letter:** Contact the Morgan County Environmental Health Specialist with the Morgan County Health Department located at 2005 South Main Street, Madison, Georgia 30650 or at (706) 752-1268, Ext. 224 for requirements. (Required for new structures and additions when adding bedrooms.)

_____ **Permit Application:** This form is available in the Morgan County Planning and Development Office or it can be downloaded off of the Morgan County Website at www.morganga.org. Only complete forms will be accepted.

_____ **Driveway Application:** This form is available in the Morgan County Planning and Development Office or it can be downloaded off of the Morgan County Website at www.morganga.org. (Required when installing a new driveway.)

_____ **One (1) Recorded Plat of the subject property:** (Maximum Size 11" x 17"). Recorded copies of plats may be obtained at the Morgan County Superior Court located at 384 Hancock Street, Madison, Georgia 30650, or for questions you may contact them at (706) 342-3605.

_____ **One (1) Location Sheet:** Location Sheets may be obtained at the Morgan County Tax Assessor's Office located at 150 East Washington Street, Suite 130, Madison, Georgia 30650, or for questions you may contact them at (706) 342-0551.

_____ **Building Plans:**

-Manufactured Home Permits Require: One (1) full set of plans and one (1) reduced set of plans, no larger than 11" x 17". Plans must include a dimensioned floor plan with window and door sizes and elevations of the structure. The plans must be drawn to a scale that is legible. Residential plans are not required to be drawn by a licensed professional, but are encouraged. The large set of plans will be returned to the owner with any comments and must be on site for all inspections.

- **Application review may take a few days to complete. Applicant will be notified when permit is approved or denied. Construction may not begin until the building permit is issued.**



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WELCOME TO MORGAN COUNTY

IMPORTANT INFORMATION FOR MANUFACTURED HOMES

Required Inspections- May not be all inclusive.

*** An additional fee will be charged for each re-inspection ***

First Inspection— Driveway, house pad and footing

- Driveways must be installed per Morgan County Standards as stated on the Driveway application by the Roads and Bridges department. Culvert and gravel must be installed prior to the inspection.
- Area in which home is to be placed must be free of all vegetation (grass, stumps and other debris). The pad must be graded so water flows a minimum of 10' away from the home.
- Pier footings must be inspected prior to pouring concrete. Pier footings must be a minimum size of 24" x 24" x 8" or per manufacture's specifications whichever is larger. Only steel grade stakes are permitted in the footing.
- ABS pads must be inspected prior to placement of single wide home.

Second Inspection— Tie down and mechanical setup (Underpinning must NOT be installed).

- Pier columns must be installed per manufacture's specifications. This also includes blocking and wedges.
- All plumbing must be installed underneath home.
- All electrical wiring/conduit must be installed and bonding strap/wire must be visible.
- Dryer vent must be installed to the outside (dryer vent must be rigid metal pipe).
- An outside disconnect must be installed.
- Vapor barrier installed and all construction debris removed from under home.

Third Inspection— Final electrical and final setup

- Inspectors must be able to enter the home to inspect.
- Block underpinning installed with stucco or painted, and crawl space access door installed.
- A minimum of a 4'X4' landing installed at each exit. If landing is over 30 inches from finished grade, then a minimum of 36" high guardrail must be installed with pickets no more than 4" apart.
- Steps are to be no more than 7-3/4" high and the tread must be a minimum of 9" deep.
- The well and septic tank must be installed.
- All electrical work must be complete.
- Heating and air system must be installed.
- Porches/ decks must be free standing. **DO NOT** attach to house.

Final Inspection — Certificate of Occupancy

- Electrical power must be on for this inspection.
- Inspectors must be able to enter the home to inspect electrical outlets and smoke detectors.
- Site address must be installed at street.
- Yard must be seeded, straw spread, and driveway completed.

Please Note: Anyone that moves into a home prior to receiving a Certificate of Occupancy may be issued a citation under County Ordinance.



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Manufactured Home Permit Application

(ALL APPLICATIONS HAVE TO BE FILLED OUT COMPLETELY IN ORDER TO BE PROCESSED)

Property Owners Information

Property Owner's Name:	Cell phone#:	
Address:	Home phone#:	
City:	State:	Zip Code:
Email Address:		

Property Location

Property Address:		
City:	State:	Zip Code:
Nearest Intersection or Address:		Jurisdiction:

Installation Contractor Information

Contractor's Name:	Cell phone #:	
Contractor's Address:	Office #:	Fax #:
City:	State:	Zip Code:
Email:		
Occupational Tax #:	Issuing County:	Level 1A Certification#:
State Certification #:	Expiration date:	

House Information

Dealer:	<input type="checkbox"/> New <input type="checkbox"/> Used		
Moving from:			
Number of Sections:	Square Footage:	Year:	
Make/Model:	Serial Number:		
Exterior Siding:	Foundation Material:	Roofing Material:	Heat/Air:
Number of Bedrooms:	Bathrooms:		
Water Supply: <input type="checkbox"/> Well <input type="checkbox"/> Public Water	Sewage: <input type="checkbox"/> Septic Permit #:	<input type="checkbox"/> Sewer	
Power Company:			
Total Cost (including setup):			

All information is true and accurate to the best of my knowledge.

Applicant

Date



State Licensing Board for Residential and General Contractors

The Authorized Permit Agent form may be used by a licensed contractor to designate an individual to obtain permit(s) on his/her behalf for a project(s). The contractor should submit an Authorized Permit Agent Form for each project that he/she designates an individual to pull permits for. The form is to be given to the permit office in the city or county in which the project is located. Do not send a copy of this form to the Board office unless you are requested to do so.



State Licensing Board for Residential and General Contractors

Authorized Permit Agent Form

License verification by permitting office should be completed by visiting sos.ga.gov/plb/

Licensed Contractor: Individual Qualifying Agent

Name of licensed person

*Please attach a copy of Individual license or Company License (Reflects company and qualifying agent license number)

License number of individual or qualifying agent:

Name of licensed company(if applicable)

License number of company(if applicable):

I, hereby designate Licensed Individual or Qualifying Agent

to apply for and obtain the permit(s) for the *Please attach a copy of the authorized permit agent's driver's license.

project at:

Street address

Apartment or Suite Number

City Zip Code

I, the undersigned, being the contractor as either an individual or a qualifying agent, do hereby affirm and swear, under oath, that all information on this form and on accompanying documents are true and correct.

Signature of individual or qualifying agent

State of County of

Subscribed and sworn to before me this day of 20

Signature of Notary Public (Seal)