



# ATHENS-CLARKE COUNTY Manufactured Home Location/Permit Application

Date: \_\_\_\_\_  
Tax Year: \_\_\_\_\_

Owner Name:	
Mailing Address:	
City, State, Zip:	
Phone Number:	

Action Taken	
	New Registration
	Deletion/Demolition
	Ownership/Address
	Error/Adjustment

Manufacturer		Model Name or Number		Model Year	New/Used
Manufacturer I.D. Number		Date Purchased	Purchase Price \$	Length	Width
Proposed Location			Proposed Location Park Name and Lot Number		
Previous Owner			Present Location		
Tax Assessor Parcel Number		Lot #	Tax Commissioner Map No:	Current Decal Year/Number	
No. of Bedrooms:	No. of Bathrooms:	Central Heat Only <input type="checkbox"/>	Central Heat & Air <input type="checkbox"/>	Date Moved: <input type="checkbox"/> IN; <input type="checkbox"/> OUT	
	Full:      Half:	Central Air Only <input type="checkbox"/>	Fireplace <input type="checkbox"/>		
Septic Tank: <input type="checkbox"/> YES; <input type="checkbox"/> NO		Square Foot: (Min 3X3 for Landings)		Landings/Stoops: Front _____ Rear _____	
		Front Porch: _____		Front Deck: _____ Rear Porch/Deck _____	
Installer's Name:				State Lic Number:	
Installer's Address:				Installer's Phone No:	
Mover's Name:				DOT Annual Permit #:	
Mover's Address				Mover's Phone Number	
Moving Route: _____					
Planning Dept. Approval:				Date:	
Building Dept. Approval:				Date:	
Notes/Comments:					

Please indicate which utilities have been notified of the manufactured home's relocation:  
 Electric Company    Cable Company    Gas Company    Phone Company    Water Department    Sewer Department

I, \_\_\_\_\_, hereby certify the above information to be true and correct and will be responsible for the removal of all trash, rubble and litter from the promises; also, any holes, wells, excavations, and ground depressions that will hold water, will be filled in a safe and sanitary manner. I also understand that any mobile home moving into Athens-Clarke County older than 5 years will require a licensed architect, engineer or inspector complete a "Manufactured Home Affidavit" to confirm it's compliance with Athens-Clarke County ordinances.

Signature \_\_\_\_\_ Date \_\_\_\_\_ RELOCATION FEE \$75.00

PERMIT NO \_\_\_\_\_ VALUATION \_\_\_\_\_ INSPECTION FEE: \_\_\_\_\_

TOTAL DUE: \_\_\_\_\_

Athens-Clarke County, Georgia, Code of Ordinances >> PART III - CODE OF ORDINANCES >> Title 7 - BUILDINGS AND CONSTRUCTION >> CHAPTER 7-1. - BUILDING REGULATIONS >> ARTICLE 11. - MANUFACTURED HOMES >>

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## ARTICLE 11. - MANUFACTURED HOMES

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Sec. 7-1-603. - Property maintenance.

Sec. 7-1-604. - Location.

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Sec. 7-1-606. - Inspections.

Sec. 7-1-607. - Final inspection.

Sec. 7-1-608. - Footings and foundations.

Sec. 7-1-609. - Skirting.

Sec. 7-1-610. - Landings and steps.

Sec. 7-1-611. - Anchorage.

### **Sec. 7-1-600. - Scope.**

These provisions shall be applicable only to manufactured homes and shall apply to the following:

- (a) Construction, alteration, and repair of any foundation system for the installation of a manufactured home.
- (b) Installation, addition, alteration, repair, or maintenance of any new or used manufactured home, or any service equipment necessary to connect the manufactured home to water, fuel, electrical power, and sewage systems.
- (c) Alterations, additions, or repairs to existing manufactured homes.
- (d) Relocation into Athens-Clarke County of any manufactured home that is not presently located within Athens-Clarke County.
- (e) Relocation within Athens-Clarke County of any manufactured home presently located within Athens-Clarke County.

*(Ord. of 5-2-2000, § 1)*

### **Sec. 7-1-601. - Additions, alterations, and repairs.**

Additions, alterations, or repairs to manufactured homes and their service equipment shall comply with all the requirements of the provisions for new construction, except as specifically provided in this section. Non-structural alterations and repairs to an existing manufactured home may be made with materials equivalent to those of which the manufactured home is constructed if it causes no adverse effect on any structural or fire protection component, and subject to the building official's approval. Additions shall not be structurally supported by, or attached to, the manufactured home unless engineering calculations are submitted to substantiate any proposed structural connection. Additions to a manufactured home shall conform to one of the following:

- (a) Be certified under National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. Section 401, et seq.)
- (b) Be designed and constructed in conformance with the construction codes adopted by Athens-Clarke County.
- (c) Minor alterations, and repairs to existing manufactured homes and their service equipment may be made in accordance with the codes in effect at the time the original installation was made subject to

approval of the building official, and provided such alteration or repair will not cause the manufactured home or its service equipment to become unsafe or unsanitary.

*(Ord. of 5-2-2000, § 1)*

### **Sec. 7-1-602. - Existing homes.**

Manufactured homes lawfully in existence at the time of the adoption of this article may have their use, occupancy, maintenance, and repair continued if the use, maintenance or repair does not create a hazard to life, health or property, as set forth in the Code of Athens-Clarke County.

*(Ord. of 5-2-2000, § 1)*

### **Sec. 7-1-603. - Property maintenance.**

All manufactured homes and their service equipment shall be maintained in a safe and sanitary condition. The owner or his/her designated agent shall be responsible for the maintenance of the manufactured home, accessory structures, and the associated service equipment.

*(Ord. of 5-2-2000, § 1)*

### **Sec. 7-1-604. - Location.**

Manufactured homes which are to be relocated within Athens-Clarke County must comply with these provisions:

- (a) A used manufactured home may be moved into or relocated within Athens-Clarke County provided the home was manufactured after June 15, 1976, and further provided one of the following criterion is met:
  - (1) A manufactured home not presently located within Athens-Clarke County must pass an inspection by a professional architect or engineer licensed in the State of Georgia, or by a building inspector certified by the Southern Building Code Congress. This inspection is to verify that the home is structurally sound, that the exterior is free from rot and rust and is uniform in appearance, and that all systems including smoke detectors, plumbing, electrical, heating, ventilation, and gas are in safe working condition. Proof of inspection must be provided as a sworn affidavit on a form provided by the Athens-Clarke County Building Official. The Athens-Clarke County Building Official reserves the right to perform a review inspection at no charge to the owner prior to the home being moved into Athens-Clarke County; or
  - (2) Said manufactured home, not presently located in Athens-Clarke County, must pass an inspection by the Athens-Clarke County Building Inspection Department prior to being relocated into Athens-Clarke County. Manufactured homes requiring an inspection before being moved into Athens-Clarke County will be charged a fee as stated in section 7-1-555(d).
  - (3) A manufactured home that is presently located within Athens-Clarke County must pass an inspection by the Athens-Clarke County Building Inspection Department prior to being relocated within Athens-Clarke County. Manufactured homes requiring an inspection before being relocated within Athens-Clarke County will be charged a fee as stated in section 7-1-555 (d).
- (b) Manufactured homes and accessory buildings shall be located on the property in accordance with the applicable codes and ordinances of Athens-Clarke County.

*(Ord. of 5-2-2000, § 1; Ord. of 8-3-2010, § 1)*

### **Sec. 7-1-605. - Permits.**

The issuance of any permit required by this section shall be conditioned upon the owner of said manufactured home submitting proof to the tax commissioner of Athens-Clarke County that all state and county taxes theretofore accruing and payable with respect to said home have in fact been paid.

- (a) *Manufactured home location permits.* No mover, hauler, person, firm, corporation, or other entity shall:
- (1) Relocate an existing manufactured home to any location within Athens-Clarke County without obtaining a manufactured home location permit from the Athens-Clarke County Building Permits and Inspections Department.
  - (2) Relocate a manufactured home into Athens-Clarke County without obtaining a manufactured home location permit from the Athens-Clarke County Building Permits and Inspection Department.
  - (3) Locate any new manufactured home in Athens-Clarke County without obtaining a manufactured location permit from the Athens-Clarke County Building Permits and Inspection Department. A manufactured home located on the lot of a licensed dealer authorized to buy and sell manufactured homes is not required to obtain a manufactured home location permit.
- (b) *Other permits required.* No person, firm, corporation, or other entity shall:
- (1) Alter, remodel, repair or expand any manufactured home without obtaining permits from the Athens-Clarke County Building Permits and Inspection Department. Alteration or expansion to the structure or any system including building, electrical, plumbing, heating, ventilation, air conditioning, and gas require permits from the Athens-Clarke County Building Permits and Inspection Department. Cosmetic repairs listed in section 7-1-38(b) of this Code are exempted from permits.
  - (2) Building permit is required for the placement and set-up of any Class "A" manufactured home.
  - (3) The installation, repair, replacement, or addition to any electrical, plumbing, heating, ventilation, air conditioning, or gas piping system will require permits as described elsewhere in chapter 7 of the Code of Athens-Clarke County.
- (c) Permit fees:
- (1) The fee for manufactured home permits shall be in accordance with section 7-1-555(d) of the Code of Athens-Clarke County.
  - (2) Electrical permit fees are established in section 7-1-556 of the Code of Athens-Clarke County.
  - (3) Plumbing permit fees are established in section 7-1-557 of the Code of Athens-Clarke County.
  - (4) Heating, ventilation, air conditioning, and gas permit fees are established in section 7-1-558 of the Code of Athens-Clarke County.

(Ord. of 5-2-2000, § 1)

### **Sec. 7-1-606. - Inspections.**

All work for which a permit is required shall be subject to inspection by the building official. It is the responsibility of the permit applicant to cause the work to be accessible and exposed for inspection purposes.

(Ord. of 5-2-2000, § 1)

### **Sec. 7-1-607. - Final inspection.**

When the manufactured home installation is complete, including landings, skirting, service equipment, soil erosion control, and finish grading, and the home is ready for occupancy, a final inspection shall be made. Utility service shall not be provided to any building service equipment that is regulated by this code until a final inspection is performed and approved by the building official.

(Ord. of 5-2-2000, § 1)

**Sec. 7-1-608. - Footings and foundations.**

Footing and foundation design and installation shall conform to the following:

- (a) Class "A" manufactured homes must be placed on a permanent foundation, either slab or pier, which meets the requirements of the state building code.
- (b) Class "B" manufactured homes are not required to have poured concrete or permanent foundations. Piers must be spaced per manufacturer's instructions.

*(Ord. of 5-2-2000, § 1)*

**Sec. 7-1-609. - Skirting.**

Each manufactured home requires skirting conforming to the following:

- (a) Class "A" manufactured homes must have a masonry curtain wall, unpierced except for the required ventilation and access, installed so that it encloses the area under the manufactured home to ground level.
- (b) Class "B" manufactured homes shall be completely skirted with either masonry material, or skirting material manufactured for this purpose, and the skirting shall reach to the ground level.

*(Ord. of 5-2-2000, § 1)*

**Sec. 7-1-610. - Landings and steps.**

For every manufactured home located in Athens-Clarke County, a landing is required for each exterior door. The minimum size of the landing is dependent upon the width of the door. The structure must include steps that lead to the ground level. Both the steps and landings must be constructed to meet the adopted building code of Athens-Clarke County.

*(Ord. of 5-2-2000, § 1)*

**Sec. 7-1-611. - Anchorage.**

All manufactured homes must be tied down per manufacturer recommendations, and the requirements listed in appendix H of the state building code.

*(Ord. of 5-2-2000, § 1)*

## RELOCATE/REPLACEMENT PERMITS

**STEP 1:** See Planning & Zoning Department to see if Manufactured Home Meets Requirements to be Placed on Proposed Lot.

**FEES:** \$75 - If approved for Relocate/Replacement Inside Athens-Clarke County  
Additional Fee May Be Required for Porches and Decks over 3X3 Sq Ft

**No Fee – If Home will be Relocated to Landfill or Outside of Athens-Clarke Co. (See Planning for Address Verification)**

1. Paid receipt showing the current year's property taxes have been paid.
2. Copy of the Mover's DOT Permit

**Affidavit:** Any Used Manufactured Home Must be Inspected and Approved Before Locating or Relocating in Athens-Clarke County.

**Manufactured Year of Home Must Be After June 15, 1976**

**\*No Inspection Required for New Manufactured Homes that have been Purchased Directly from a Dealership or Have Never Been Occupied (Must Show Proof That Home Has Never Been Occupied)**

**The Affidavit Must Prepared By:**

- (a) Certified Building Inspector or Licensed Building Contractor or;
- (b) State Licensed Architect or Engineer; or
- (c) If home is currently located in Athens-Clarke County, Our office can conduct the required inspection for fee of \$75.00
- (d) If home is currently located outside of Athens-Clarke County, but within 25 miles, our office can conduct the required inspection for fee of \$75 plus 30 cents per mile.

### **Permit:**

When home has been approved to relocate, A Relocate/Replacement Permit is required before the home is moved to the proposed lot or outside of Athens-Clarke County (No inspection and approval is required if home is relocating out of Athens-Clarke Co).

**You will need the following:**

- 1) Zoning Permit from Planning (Relocation to Athens-Clarke Co. Only)
- 2) Septic Tank approval from Environmental Health (706) 583-2658, If Applicable
- 3) Paid Receipt showing the Current Year's Property Taxes have been Paid in Jurisdiction where Home is Currently Located.
- 4) Proof of Ownership: (1) Bill of Sale (2) Certificate of Title or Certificate/Statement of Origin (3) PT-41 form from Manufactured Home Dealer (If home is purchased directly from dealership).
- 5) Copy of the Mover's DOT Permit and/or Installer's State Permit.
- 6) Driveway Permit from Public Works (If Applicable)

**(See Page 2 for "Class A" Manufactured Home Procedures)**



## “CLASS A” MANUFACTURED HOMES

**STEP 1:** See Planning & Zoning Department to see if Manufactured Home Meets requirements to be Placed on Proposed Lot.

**FEES:** Permit Fee is based on Square Footage of Home

**Affidavit:** Any Used Manufactured Must be Inspected and Approved before Locating or Relocating in Athens-Clarke County. **Manufactured Year of Home Must Be After June 15, 1976**

**\*No Inspection Required for New Manufactured Homes that have been Purchased Directly from a Dealership or Have Never Been Occupied (Must Show Proof That Home Has Never Been Occupied)**

The Affidavit Must Prepared By:

- (a) Certified Building Inspector or Licensed Building Contractor or;
- (b) State Licensed Architect or Engineer; or
- (c) If home is currently located in Athens-Clarke County, Our office can conduct the required inspection for fee of \$75.
- (d) If home is currently located outside of Athens-Clarke County, but within 25 miles, our office can conduct the required inspection for fee of \$75 plus 30 cents per mile.

### Permit:

When home has been approved to relocate, A Building Permit is required before the home is moved to the proposed lot.

You will need the following:

- 1) Zoning Permit from the Planning & Zoning Department (You will need to submit a Site Plan showing how Home will be Placed on Lot).
- 2) Paid Receipt showing the Current Year's Property Taxes have been Paid in Jurisdiction where Home is Currently Located.
- 3) Proof of Ownership: (1) Bill of Sale (2) Certificate of Title or Certificate/Statement of Origin (3 ) PT-41 form from Manufactured Home Dealer (If home is purchased directly from dealership).
- 4) Septic Tank Permit or Approval from Environmental Health (706) 583-2658, If applicable. (Septic Tank Approval (“On-Site Sewage Management Inspection Report”))
- 5) Copy of Mover's DOT Permit and Installer's DOT or Annual Permit.
- 6) Driveway Permit from Public Works (If Applicable)