

## PROCEDURES FOR ACQUIRING A MANUFACTURED HOME LOCATION PERMIT

\*No Mobile Home manufactured prior to the **June 15, 1976**, date of the HUD (The Department of Housing and Urban Development's code) requirements going into effect, shall be moved into Murray County or moved within Murray County. Also, reconnection of electrical service that has been disconnected and the home vacated is not allowed due to it not meeting HUD requirements or the minimum housing codes for the State of Georgia.

### 1). HEALTH AND SAFETY

A health and safety inspection must be performed on any used manufactured home prior to moving to step 2 of this process. There is a separate fee associated with this inspection. Building official must approve home before continuing with application process. Please see guidelines on health and safety inspections.

### 2). APPROVAL BY LAND USE DEPARTMENT

- (a) Applicant must provide a tax receipt showing that the manufactured home has been registered in Murray County or the County where the home is currently located for the current year. Property deed and Tax Assessors record card will be researched if the Manufactured home will not be located within an approved manufactured home park.
- (b) Zoning officer may visit site to determine if the property is in compliance with the Zoning Ordinance. Property lines and the proposed location of the manufactured home must be marked. If the site is a newly developed site requiring a new address and a new driveway is to be installed, then an approved driveway permit from the Director of Public Works shall be submitted. His approval shall note that the driveway has been installed according to County regulations and design. The permanent driveway must be installed or clearly marked so that the address can be issued.
- (c) Flood zone designation will be noted on application. Structures proposed for location in certain flood zones may require an elevation certificate or constructed to flood zone requirements.
- (d) Applicant will be notified if erosion control plan or storm water management plan is required.
- (e) Applicant will be notified of approval or disapproval by Zoning Department.
- (f) Newly developed lots will require that poured in place concrete footers be installed. These can be of the strip or pier form, whichever the homeowner chooses. The footings must be inspected prior to concrete being poured.
- (g) On all lots that are not rental lots, masonry type skirting is **Required**.

- (h) If electrical service is desired to be placed on the side of a multi-section home, the home must be on permanent, poured in place concrete footings. Masonry type skirting is required in this instance whether it is a rental lot or not.

3). APPROVAL BY HEALTH DEPARTMENT/WATER UTILITY COMPANY

- (a) Health inspector must approve the use of an existing septic tank, or utility Company must provide written confirmation of sewer availability.
- (b) If there is no existing septic tank, then the Health inspector must approve/issue a new Septic System Permit. A Soil Study will be required. (See environmental health regulations).
- (c) Floor plan drawing will be required.

4). APPROVAL BY BUILDING OFFICIAL

- (a) An approved application, one that the Land Use Office and the Environmental Health office has signed off on, will then be forwarded to the Building Official for review of all information and approve the issuance of the building permit.
- (b) After the permit has been purchased, the licensed installer has to come to the building inspection office in person with their respective license and photo I.D. and sign off on the permit and other documents and pick up the permit card. The mover has to have the permit card in their possession during the transport of the home to the permitted home site.
- (c) After the initial set-up, the installer calls for the inspection. At this time the installer shall have affixed his state issued permit sticker to the electrical panel. If this has not been done by the installer, the inspection will not be performed.
- (d) Building inspector performs five (5) separate inspections (pre-inspection, lot inspection, setup inspection, power inspection, and final inspection.)

**FOR ALL RESIDENTIAL STRUCTURES AND ACCESSORY STRUCTURES:**

There are setback requirements in all zone districts. Please check with the Land Use Office to verify what the setback requirements are for your particular situation.