



BRYAN COUNTY PLANNING & ZONING DEPARTMENT

134 E. Industrial Blvd
Pembroke, Ga. 31321
912-653-3893
fax 912-653-3864

185 Richard Davis Drive, Ste. 105
Richmond Hill, Ga. 31324
912-756-7962
fax 912-756-7951

MANUFACTURED HOME PERMIT APPLICATION

Pursuant to the Bryan County Zoning Ordinance, Section 300: A Building Permit shall be required prior to the erection, construction, moving, or alteration of any building, structure or portion thereof.

FEES:

Square Footage of Manufactured Home x .16 = Permit Fee.

Example: 12 x 60 = 720 Sq. Ft. x .16 = \$115.00

** Habitability Inspection is \$30.00

** If a Well Service is to be installed, an additional Fee of \$30.00 will be assessed.

** If a Culvert for a driveway is to be installed, an additional fee of \$30.00 will be assessed.

DOCUMENTATION:

_____ All taxes must be paid in full (Property, Fire, MH Decal etc.). Fire Tax and Ad Valorem taxes paid on mobile home to be obtained from the Tax Commissioners Office.

_____ E-911 Physical Address – to be obtained from Public Safety Office – 653-4017

_____ Septic Tank Permit, or, if there is an existing septic system on the lot, complete the enclosed form, have it signed by the Health Department Official, and return the enclosed Health Department Letter. Health Department phone numbers: 653-4331 (Pembroke), 756-2611 (Richmond Hill)

_____ Map and Tax Parcel Identification Number (PIN) of the property. This may be obtained from the Tax Assessor's Office (653-3889). You **must** visit the Tax Assessor's Office in person to verify mobile home information. If you purchased the mobile home from a dealer, bring the dealer statement of sale.

_____ Approved Plat of the property with the Clerk's Recording Stamp. This may be obtained from the Clerk's Office in the Court House. (653-3872)

_____ If the parcel belongs to another individual, a Letter of Permission, duly notarized, to use the property.

_____ As of January 1, 2005 all manufactured homes must be set up and properly installed a licensed installer. Upon completion of set-up of the home, the installer must place a permit sticker with his license # inside the panel box inside the home. If this permit sticker is not in the panel box at the time of final inspection, power will not be released!

An incomplete application will not be accepted.

- **Inspections must be request 24 hours prior to the appointment.**
- **Applications for Manufactured Home Permits shall be granted or denied within thirty (30) days from the date of submission.**

**BRYAN COUNTY
DEPARTMENT OF PLANNING AND ZONING**

COMPLIANCE AGREEMENT

The signing of this statement certifies that I understand the following:

1. **ONLY ONE (1)** principal building (Dwelling /Business) may be erected on the lot. I certify that there is no other principle building on this parcel.
2. The manufactured home is not to be placed on the parcel prior to the issuance of a Manufactured Home Permit. A violation of this regulation subjects the applicant to penalties set forth by the Ordinances of Bryan County.
3. If the use of existing utilities would prevent the manufactured home from meeting setback requirements, such utilities shall be redesigned or replaced so to meet requirements, or a Variance must be obtained from the Department of Planning and Zoning.
4. A. Section 11-404 of the Bryan County Building Code Ordinance requires that all manufactured homes being erected for occupancy be fitted with approved commercial skirting.

B. Section 11-403 of the Bryan County Building Code Ordinance requires that 3' x 3' (minimum) landings and steps equipped with handrails and guardrails be installed at each point of exit. Failure to comply with these requirements within thirty (30) days of final inspection approval may result in Code Enforcement Action.
5. Homes manufactured before June 15, 1976 **CAN NOT** be moved in to the County. If the home is already within the County then the home must pass a Habitability Inspection before it can be moved.
6. All homes manufactured after July 13, 1994 must be Wind Zone II. Any home not meeting this standard shall be removed from the County and that any permits issued will be revoked.

Tax Parcel Number (PIN)

Signature of Applicant/Owner

Date

Name of Notary Public

Signatures of Notary Public

Date

MOBILE HOME INFORMATION FOR TAX COMMISSIONER'S OFFICE

DATE: _____

Name of Mobile Home Owner: _____

Address of Mobile Home Owner: _____

Map and Parcel # where home will be located: _____

Name of land owner where home will be located: _____

Serial # of Mobile Home: _____

Year, Make, and Model # of Mobile Home: _____

Size of Mobile Home and any added rooms, porches, carports, etc. _____

Please complete the following information before coming to the Tax Commissioner's office to obtain your fire tax receipt. At that time we will initiate record so that you will be able to obtain your mobile home decal.

LIST OF SUBCONTRACTORS

ALL CONTRACTORS MUST HAVE A BUSINESS LICENSE.

DOT Lic. #	Manufactured Home Mover	Phone Number
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Installer Lic. #	Manufactured Home Installer	Phone Number
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Business Lic. # City/County	Manufactured Home Dealer	Phone Number
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Business Lic. # City/ County	Electrical Contractor	Phone Number
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Business Lic. # City/County	Heating & Air Contractor	Phone Number
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- **The manufactured home mover and manufactured home installer may be the same person, but they will have a different DOT Lic # and a different Installers Lic. #. Please list both.**
- **All of the contractors listed above, must be licensed. You must list who is doing the work. You may do your own plumbing.**
- **Effective January 1, 2005 all manufactured homes must be set up and properly installed by a licensed installer. Upon completion of set-up of the home, the installer must place a permit sticker with his license # inside the panel box inside the home. If this permit sticker is not in the panel box at the time of final inspection, power will not be released!**

VERIFICATION OF CURRENT PAID PROPERTY TAXES FOR APPLICATION

The undersigned below is authorized to make this application. The undersigned certifies that all Bryan County property taxes, billed to date for the parcel listed below have been paid in full to the Tax Commissioner of Bryan County, Georgia. In no case shall an application for a manufactured home permit be processed without such property verification.

Parcel Identification Number (PIN) _____

Signature of Applicant

Type or Print Name

TAX COMMISSIONER'S USE ONLY

Payment of all property taxes billed to date for the above referenced parcel have been verified as paid current and confirmed by the signature below.

Name: _____ Title: _____

Date: _____

ARTICLE IV: ADDITIONAL CONSTRUCTION REQUIREMENTS – Bryan County Building Code
BRYAN COUNTY MANUFACTURED HOMES

11-401 Manufactured Homes: Built after July 13, 1994 must be designed to withstand wind speeds of 100 miles an hour (Wind Zone II) in accordance with HUD regulation 24 CFR parts 3280 and 3282. Wind Zone I homes (90 MPH Wind Design) built after July 14, 1994 shall not be permitted in any area of Bryan County.

11-402 Installation: New Manufactured homes shall be installed according to the manufacturer's installation instructions. Existing manufactured homes shall be installed by the manufacturer's installation instructions if available, and when not available, by Ga. Manufactured Housing Association guidelines and the Bryan County Manufactured Home Tip Sheet.

11-403 Landings, Steps, Handrails, and Guardrails: All manufactured homes shall comply with the CABO Building Code which requires a minimum 3'x3' landing, steps, and a handrail at each point of exit. Guardrails shall be installed around porches over 30" in height.

11-404 Skirting: All manufactured homes being erected for occupancy shall be fitted with approved commercial skirting. Approved commercial skirting includes any skirting material which is manufactured for that purpose.

Manufactured Homes:

- Cannot be moved into the County if, older than June 15, 1976
- Cannot be moved within the County if older than 1976, only after Habitability Inspection
- Must be Wind Zone II if newer than July 1994
- If Older than July 1994, does not have to be Wind Zone II standards.

Culvert:

- Fee \$30.00
- Minimum 15" in diameter and 18' to 20' in length.
- Type: Piping allowed: 1. Black Plastic, 2. Concrete Piping
- The Galvanized piping is no longer allowed for the installation of culverts.

MANUFACTURED HOME INSPECTIONS

INSPECTIONS	CONSIST OF	WHERE TO CALL
PRE-SITE (Before home is moved in)	“Crowned Dirt Pad”	653-3898 (24 hrs. in advance) for North Bryan County 756-3177 (24 hrs. in advance) For South Bryan County
FINAL (After set-up is complete)	Checking blocking, tie downs, water hook-up, sewage hook-up, electric hook-up. HVAC installation. Steps and hand rails. Leave skirting off. You have 30 days to go back and put skirting up and call for that inspection.	653-3898 (24 hrs. in advance) for North Bryan County 756-3177 (24 hrs. in advance) For South Bryan County

- **The manufactured home installer should be familiar with the codes on setting the “crowned dirt pad” installation for your pre-site inspection or you may contract this work out. If you have any questions concerning the rules on this or the laws pertaining to this, you may call the State Fire Marshall’s Office at (229) 891-7040.**
- **Effective January 1, 2005 all manufactured homes must be set up and properly installed by a licensed installer. Upon completion of set-up of the home, the installer must place a permit sticker with his license # inside the panel box inside the home. If this permit sticker is not in the panel box at the time of final inspection, power will not be released!**
- **After the permit is issued, the applicant must call for a pre-site inspection of a “crowned dirt pad”. This inspection must pass prior to the moving or set-up installation of the manufactured home.**