



PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024
Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.com

Documents Required for Obtaining a Manufactured Home Permit

- _____ **Permit Application:** Complete application packets may be submitted to Pdsubmittals@putnamcountyga.us
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.
- _____ **Septic System Locate/Approval:** Contact the Putnam County Environmental Health Specialist with the Putnam County Health Department located at 117 Putnam Dr Ste A, Eatonton, GA 31024 or at (706-485-8591) for septic system approval and or septic system location approval. **An official written approval or permit from the health department must be submitted with building permit application.**
- _____ **Public/Private:** Sanitary sewer connection approval by EPSWA or Piedmont. **An official written approval or permit must be submitted with building permit application.**
- _____ **Water Approval:** Form This form is available in the Putnam County Planning and Development Office, or it can be downloaded off of the Putnam County Website at [Putnam County, Georgia \(putnamcountyga.us\)](http://Putnam County, Georgia (putnamcountyga.us))
An official written approval or permit must be submitted with building permit application.
- _____ **Driveway Application:** This permit shall be issued by the Putnam County Public Works department. (Required when installing a new driveway.) Please call 706-485-8817 for more information
- _____ **Site Plan:** A site plan drawn to scale is required. Plan must show all as-built structures. Must show all BMP's and BFE if applicable. Must show setbacks of proposed structure.
- _____ **Land Disturbance Permit** Any land disturbance of one acre or greater requires a LDP. Any land disturbance within 200 feet of state waters or within a common development must obtain a LDP.. The plan must be prepared by a design professional. Form This form is available in the Putnam County Planning and Development Office, or it can be downloaded off of the Putnam County Website at [Putnam County, Georgia \(putnamcountyga.us\)](http://Putnam County, Georgia (putnamcountyga.us))
- _____ **One (1) Recorded Plat of the subject property:** (Maximum Size 11" x 17"). Recorded plat may be obtained at the Putnam County Superior Court located at 100 S. Jefferson Avenue, Suite 236 Eatonton, GA 31024, or for questions, you may contact them at (706) 485-4501.
- _____ **One (1) Parcel Identification Sheet:** Identification Sheets may be obtained at the Putnam County Tax Assessor's Office located at 100 S. Jefferson Street, Eatonton, GA 31024, or for questions, you may contact them at (706) 485-6376.
- _____ **Remodels:** Require a letter of intent which details scope of work and material used

-Manufactured Home Permits Required: Please see the application

- **Application review may take a couple of weeks to complete. The applicant will be notified when the permit is approved or denied. Construction may not begin until the building permit is issued.**



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WELCOME TO PUTNAM 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

- 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.

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
- Hot water pressure release valve drain and AC drain must be plumbed to the exterior of home(not underneath)
- 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.
- Underpinning installed per county or city code.
- 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.
- Driveways must be installed per Putnam County Standards as stated on the Driveway application by the Roads and Bridges department. Culvert and gravel must be installed prior to the inspection.

Final Inspection — Certificate of Completion

- 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 Completion may be issued a citation under County Ordinance.



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Building Permits

Note: For the purpose of determining fees, floor area shall be the gross overall outside area of a building at each story, including all portions under roof. Where a building permit fee is paid for a new building or addition, separate permits and fees shall not be required for fences, walls, awnings, masonry fence wall, site work, or other components normal to building construction. (Separate fees shall be paid for electrical, plumbing, mechanical, miscellaneous, or other permits shown elsewhere in this schedule.)

Building Permits (Residential)	
Manufactured Home Fee	
For each square foot of enclosed area or fractional part thereof residential space, for each story below and above grade	\$0.35
For each square foot of garage, storage building, or barn space	\$0.35
For each square foot of porches, decks, or open shed space	\$0.25



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Manufactured Home Permit Application

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Property Owners Information

Permit# 2022-_____

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

Property Location

Property Address:		
City:	State:	Zip Code:
Tax Map#	Tax Parcel#	Subdivision:

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:						
_____ Singlewide	_____ Doublewide	_____ Triplewide	_____ Quad	Total Square Footage:		
Heated: _____ Sq. ft.				Unheated: _____ Sq. ft.	Porch/Deck: _____ Sq. ft.	
Make/Model:				Serial Number:	Year:	Value:
HUD Number(s):						
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:						
SETBACKS: Front: _____ Rear: _____ Lake Side: _____ Left: _____ Right: _____						
List all existing buildings/structures on the property _____						



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

Applicant Signature

Date

Print Applicant's Name

Office Use Only

Zoning: _____ Comm. District _____ Flood Zone: _____ Fire District: _____ School District: _____

LDP Approved: _____ Site Plan Approved: _____ Zoning Approved: _____ Type Construction: _____

Plans Approved by: _____ Date: _____

Permit Approved by: _____ Date: _____

FEES: Heated X .35 \$ _____ + Unheated X .35 \$ _____ + Decks/Porches X.25 \$ _____ Total \$ _____

Payment: Check# _____ Cash _____ Credit Card/Debit _____

Comments: _____

PLEASE CALL 811 BEFORE YOU DIG



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Tax Commissioner's Tax and Title Release

For Used Manufactured Homes

This form is required when a used manufactured home is demolished or moved in or out of Putnam County.

Proof of paid taxes has been provided.

_____ Date: _____

Title has been Applied for in new owners name.

_____ Date: _____

Mobile Home Information

Make _____ Model: _____

Serial # _____ Year: _____

Home's new location: _____

Home's old location: _____

If old location in Putnam County Tax Acct #: _____

Tax Commissioner's Rep. _____

Tax Commissioner's Office must complete and sign this form



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PRE-OWNED MANUFACTURED HOME REQUIREMENTS

Owner Contact Name _____

Phone Number _____ Alternate Phone _____

Manufactured home Current Address _____

Manufactured home move to Address _____

If current address is outside of Putnam County, please indicate the distance of travel from Putnam Planning & Development using Map Quest or similar GPS: Distance _____ (x2) = Total Miles _____

Sec. 18-83. - Minimum standards for pre-owned manufactured homes.

These standards are applicable only to those pre-owned manufactured homes built under the Federal Manufactured Housing Construction and Safety Standards (HUD Code) and defined as a manufactured home under O.C.G.A. 8-2-131(3). Construction and safety standards for a pre-owned HUD Code manufactured home should not exceed the HUD Code standard in effect at the time the home was produced. **All**

pre-owned manufactured homes MUST meet the minimum requirements as outlined below under sub-section (b) prior to the issuance of the building permit. No pre-HUD (mobile) home may be transported on or across county roads.

(a) *Definitions.*

(1) *Pre-owned manufactured home.* Any manufactured home as defined in O.C.G.A. 8-2-131(3) that has been previously utilized as a residential dwelling.

(b) *Facilities required.* (P)=Passed (F)=Failed

____ (1) *Sanitary facilities.* Every pre-owned manufactured home shall contain not less than a kitchen sink, lavatory, tub or shower, and a water closet all in working condition when properly connected to an approved water and septic/sewer system. Every plumbing fixture and water and waste pipe shall be in a sanitary working condition free from leaks, and obstructions.

____ (2) *Hot and cold water supply.* Every kitchen sink, lavatory and tub or shower in a pre-owned manufactured home must be connected to a supply of both cold and hot water.

____ (3) *Water-heating facilities.* Every pre-owned manufactured home shall have water-heating facilities in a safe, working condition.

____ (4) *Heating facilities.* Every pre-owned manufactured home shall have heating facilities in safe, working condition. Where a central heating system is not provided, each manufactured home shall be provided with facilities whereby heating appliances may be connected. Unvented fuel-burning heaters shall be prohibited except for gas heaters listed for unvented use and the total input rating of the unvented heaters is less than 30 BTU per cubic foot of room content. Unvented fuel-burning heaters shall be prohibited in bedrooms. In lieu of inspecting the heating facilities of a pre-owned manufactured home, the retailer, assignee, or county may request a heating inspection by a qualified third party. Approval by such a person will be accepted as compliance with those portions of the safety standards established herein which pertain to heating systems. The county will not be responsible for any cost incurred by or due to a third party.



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____ (5) *Smoke detector.* Every pre-owned manufactured home shall be provided with a State of Georgia-approved smoke detector, installed in accordance with the manufacturer's recommendations and listing.

____ (6) *Windows.* Every habitable room excluding bathrooms, kitchens, and hallways shall have at least one window that can be opened, facing directly to the outdoors.

____ (7) *Ventilation.* Every habitable room shall have at least one window or skylight which can be opened, or such other device that will ventilate the room.

(8) *Electrical.*

____ a. *Distribution panels.* Distribution panels shall be in compliance with the approved listing, complete with required breakers or fuses, with all unused openings covered with blank covers approved and listed for that purpose. Connections shall be checked for tightness. Panels shall be accessible.

____ b. *Electrical system.* The electrical system (switches, receptacles, fixtures, etc.) shall be properly installed, wired and shall be in working condition. The pre-owned manufactured home shall be subjected to an electrical continuity test(s) to assure that all metallic parts are properly bonded.

____ c. *Third-party inspection.* The retailer, assignee, or county may, in lieu of inspecting the electrical system of a pre-owned manufactured home, request an electrical inspection by a qualified third party. Approval by such a person will be accepted as compliance with those portions of the safety standards established herein which pertain to electrical systems. The county will not be responsible for any cost incurred by or due to a qualified third party.

____ (9) *Exterior walls.* The exterior of the home 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 to the occupied spaces of the pre-owned manufactured home.

____ (10) *Exterior siding.* The exterior siding of the pre-owned manufactured home shall be free of rot and rust and must be uniform in appearance.

____ (11) *Roofs.* Roofs shall be structurally sound and have no obvious defects, which might admit rain or cause moisture to collect on the interior portion of the home.

____ (12) *Interior floors, walls and ceiling.* Every floor, interior wall and ceiling shall be kept in sound condition to prevent the admittance of rain or moisture.

____ (c) *Homes purchased for repair.* No home may be occupied until standards herein are met.

Pre-Owned Manufactured Home Inspection Fee

Pre-Owned Manufactured home inspection is \$75.00 plus the county's current rate for mileage when required to travel out of Putnam County up to 50 miles from the county line. If distance to travel exceeds 50 miles, the inspection shall be performed by a certified building inspector or a structure engineer at the expense of the applicant. The Director of Planning & Development shall make the final decision whenever there is a discrepancy.

Office Use Only

Inspection Fee \$75 + Total Miles (out of town only) _____ (x **.625**) = _____

Cash _____ Check _____ Credit Card _____ Receipt # _____ Date Paid: _____

Approved _____ Denied _____

Inspection Date _____ Inspected by: _____

Putnam County Building Inspector