

# Ben Hill County Building & Zoning



402 A East Pine Street, Fitzgerald, GA 31750  
Phone: (229) 922-0229  
www.benhillcounty-ga.gov

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## MANUFACTURED HOME PARKING PERMIT REQUIREMENTS

**NOTE: To locate or move a manufactured home in Ben Hill County. Ben Hill county requires the home to have a HUD tag/ label affixed to home.**

### The following is the Required Information:

- 1. Submit a deed or plat where home is to be located (Clerk of Court 229-922-0234) If you do not own the property provide proof of rental, lease, or permission to locate M/H on property.
  - \* **Note: Property must be zoned for manufactured homes.**
  - \* **Note:** Property setbacks must be maintained, mark on plat proposed location of MH.
- 2. You must have a **911 address assigned** by the E-911 office (229-922-0238) Form on website, form also provides Fire district information.
- 3. Zoning approval form required for health / septic (Building and Zoning office)
- 4. Obtain a Septic Permit from the County Health Inspector (**229-426-5288**). If a septic tank is already there, **a re-inspection is required**. If you use city water and/or sewer, obtain a letter from Fitzgerald Utilities (**229-426-5400**). **Please set up an account with your service provider if necessary**

### **AFTER PROPERTY has been Cleared for ZONING, 911 ADDRESS and SEPTIC / Water**

- 5. Obtain the print-out regarding your Mobile Home from the Tax Assessor's office (229-922-0239) *"This form will have M/H information of model, year, serial number, and manufacture"* (The 911 address form is required at the tax assessor's office)
- 6. Obtain a Mobile Home Decal and receipt for your mobile home at the Tax Commissioner's office. (229-922-0240).
- 7. Provide installers proof of license and contact information. Shall be received for parking permit to be issued and posted in unit before moving and installing. O.C.G.A § 120-3-7-.08 (3)(b)
- 8. Provide name and contact information of the owner of the manufactured home.

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## **Installation and Hookup**

1. **A licensed dealer / installer is required** to obtain a permit for moving from State Fire Marshal. The **installation permit shall be attached by the installer to the panel box of each manufactured and/or mobile home upon completion of installation.**
2. A Georgia Licensed contractor is required for the following services in order to park your Mobile Home on any Property:
  - Electrician
  - Plumber
  - HVAC

***\*\*\*Please contact all contractors and sub-contractors before you obtain your permit at the BHC Building & Zoning office.***

**NOTE: If Owner self-contracting, permit affidavit form must be completed**

3. **Any additional work such as: carports, utility buildings, additions, porches, etc are permitted separately and will increase the cost of your permit.**
4. The mobile home **must** be tied down, blocked, plumbing installed, and electric wires connected. Also, there **must** be a 3 x 3 landing with steps and rails as required in the front and back of the mobile home before inspection is done. **PLEASE DO NOT COMPLETELY UNDERPIN THE MOBILE HOME BEFORE INSPECTION IS DONE.**
5. **A 24 hour notice for inspection is required by the Building Inspector.**
6. **All Re-inspections are \$25 per inspection.**

**REMEMBER TO CALL BEFORE YOU DIG AT 811**

**IT IS THE LAND OWNER'S RESPONSIBILITY TO OBEY ALL PROTECTIVE LAND COVENANTS**

**THE ADDRESS MUST BE POSTED BEFORE STARTING WORK!**

**WE WILL NOT INSPECT IF THE ADDRESS HAS NOT BEEN POSTED AT THE PROPERTY!**

**IF THE JOB IS STARTED BEFORE OBTAINING A PERMIT FIRST, YOU WILL BE CHARGED DOUBLE!**

**NO INSPECTIONS WILL BE CONDUCTED WITHOUT THE 911 ADDRESS POSTED**