

Ben Hill County Building & Zoning

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



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** Form available on website or Building and Zoning office. Address confirmed by BHC Emergency Services, also provides Fire district information.
- 3. Zoning approval form required for health / septic (Building and Zoning office)
- 4. Obtain a Septic Permit. Form available on website or Building and Zoning office. If a septic tank is place, but not actively used **a re-inspection is required**. Address verification is required, take form to Health Department for approval. 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 accessors 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** that has obtained permit for moving from State Fire Marshall. 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