

Ben Hill County Building & Zoning

402 A East Pine Street, Fitzgerald, GA 31750
Phone: (229) 426-5100 Fax: (229) 426-5630
www.benhillcounty-ga.gov



MANUFACTURED HOME SETUP PERMIT REQUIREMENTS

NOTE: To locate or move a manufactured home Ben Hill County requires the home to have a HUD certification tag attached.

1. Submit verification by deed or plat where home is to be located with the Homeowner's name and contact information. If you do not own the land a notarized letter is required from the landowner giving approval to locate the M/H on the property. (Clerk of Court 229-426-5135)
2. Property must be zoned for manufactured / mobile homes.
3. You must have a **911 address assigned**; Form available at BHC Building & Zoning office, or on the Ben Hill County website - Forms

***THE ADDRESS MUST BE ASSIGNED BEFORE PERMITTING!
ADDRESS POSTED AT THE PROPERTY FOR FINAL INSPECTION!***

4. A setup permit is required **before** a mobile home is moved. **A licensed dealer / installer is required** and responsible for purchase of the permit.
The installation permit shall be attached by the installer to the panel box of each manufactured and/or mobile home upon completion of installation.
5. Obtain a Septic Permit from the County Health Inspector (229-426-5293). 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.***
6. Get a print-out (PCR) regarding your Mobile Home from the Tax Assessor's office (229-426-5147).
7. Get a Mobile Home Decal and receipt for your mobile home at the Tax Commissioner's office (229-426-5144).
8. Permit fees are as follows: Permit includes Set up, Electrical, Plumbing, and HVAC fee.
❖ Single-wide \$135.00 Double-wide \$200.00 Triple-wide \$265.00
IF THE JOB IS STARTED BEFORE OBTAINING A PERMIT FIRST, PERMIT IS SUBJECT TO DOUBLE FEE!
9. ***A Georgia Licensed person is required for the following services in order to setup your Manufactured Home on any Property:***
 - ❖ Mobile Home Installer
 - ❖ Electrician
 - ❖ Plumber
 - ❖ HVAC (Heating, Ventilation, Air Conditioning)******Please contact all contractors and sub-contractors before you obtain your permit at the BHC Building & Zoning office.***
10. **Any additional work such as: carports, utility buildings, additions, porches, etc are permitted separately and will increase the cost of your permit.**
11. The manufactured home **must** be tied down, blocked, plumbing installed, and electrical connected. Also, there **must** be a minimum 3 x 3 landing with steps and rails (landings 30 inches or above) 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.**
12. **A 24 hour notice for inspection is required by the Building Inspector.**
13. **All Re-inspections are \$25 per inspection.**

**REMEMBER TO CALL BEFORE YOU DIG AT 811, ALL TRASH, DEBRIS, SET UP OR CONSTRUCTION MATERIAL REMOVED
IT IS THE LANDOWNER'S RESPONSIBILITY TO OBEY ALL PROTECTIVE LAND COVENANTS
NO INSPECTIONS WILL BE CONDUCTED WITHOUT THE 911 ADDRESS POSTED**