

Ben Hill County Building and Zoning

402 A E Pine St, Fitzgerald, GA 31750

Phone: (229) 426-5100

www.benhillcounty-ga.gov



MANUFACTURED HOME SETUP PERMIT REQUIREMENTS

NOTE: To locate or move a manufactured home within or into Ben Hill County, the manufactured home must have a HUD certification tag attached.

1. Submit verification by deed or plat where home is to be located (the "Property") with the homeowner's name and contact information. If you are not the record owner of the Property, a notarized letter is required from the Property's owner giving approval to locate the manufactured home on the Property. (Clerk of Superior Court 229-426-5135)
2. The Property must be zoned for manufactured / mobile homes.
3. You must have a 911 address assigned to the Property; forms are available at the Ben Hill County Building and Zoning office (402A E. Pine St, Fitzgerald, GA 31750) or on Ben Hill County's official website.

THE ADDRESS MUST BE ASSIGNED BEFORE PERMITTING!

THE ADDRESS MUST BE POSTED AT THE PROPERTY FOR FINAL INSPECTION!

4. A setup permit is required **before** a manufactured home is moved. **A licensed dealer/installer is required** and responsible for the 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 Ben Hill County Health Inspector (229-426-5293). If a septic tank is already there, a re-inspection is required. If you use water and/or sewer services from the City of Fitzgerald, you must obtain a letter from Fitzgerald utilities (229-426-5400) stating that the Property receives water and/or sewer services. **Please set up an account with your service provider if necessary.**
6. Get a print-out (PCR) regarding your manufactured home from the Tax Assessor's office (229-426-5147).
7. Get a manufactured home decal and receipt for your manufactured home at the Tax Commissioner's office (229-426-5144).
 - ❖ Permit fees are as follows: Single-wide \$135.00 Double-wide \$200.00 Triple-wide \$265.00
 - ❖ **Permit fee includes set up, electrical, plumbing, and HVAC fee.**

IF THE JOB IS STARTED BEFORE OBTAINING A PERMIT FIRST, THE PERMIT FEE IS DOUBLED!
8. ***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)
9. Any additional work such as carports, utility buildings, additions, porches, etc. are permitted separately and will be subject to their own fee.
10. The manufactured home **must** be tied down and blocked. It must have plumbing and electric power. Also, there **must** be a minimum of a 3" x 3" landing with steps and railings (landings 30 inches or above) as required in the front and back of the manufactured home before inspection is done. **DO NOT COMPLETELY UNDERPIN THE MANUFACTURED HOME BEFORE INSPECTION IS DONE.**
11. A 24-hour notice for inspection is required by the Building Inspector.
12. All re-inspections are \$25.00 per inspection.

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