

BUILDING & PERMITTING OFFICE

Department: Chatham County Building Safety & Regulatory Services

Address: 1117 Eisenhower Drive, Suite D, Savannah, GA 31406

Phone: 912-201-4300

Permits website: <https://buildingsafety.chathamcountyga.gov/>

Code of ordinances: <https://www.chathamcountyga.gov/OurCounty/CodeBook>

MANUFACTURED HOME NOTES

- Permit applications accepted Monday-Friday 8:00 am to 3:30 pm; mailing address P.O. Box 8161, Savannah, GA 31412
- Zoning for unincorporated Chatham County is administered by the Metropolitan Planning Commission (thempc.org); check zoning district before siting a manufactured home
- County code is published on the county's own Code Book page rather than Municode

Georgia: installation must follow the state Rules for Manufactured Homes (O.C.G.A. Title 8-2, Art. 2) using state-licensed installers; an installation permit and insignia are required, and local permits/inspections apply.



**Chatham County Department of Building
Safety & Regulatory Services**

P.O. Box 8161, Savannah, GA 31412-8161
912-201-4300 - Fax 912-201-4301



Gregori S. Anderson, CBO
Director

Clifford Bascombe, CBO, CFM
Assistant Director

MANUFACTURED / MOBILE HOME PERMIT APPLICATION

____ **MOBILE HOME IN PARK** – Complete first two pages only

____ **MANUFACTURED OR MOBILE HOME ON PRIVATE PROPERTY** – Submit the following with the application:

1. Application Checklist Affidavit (attached)
2. For manufactured homes, include 2 sets of drawings from the supplier. Must include specifications for the Energy Code – if not, a ResCheck is required.
3. Two copies of a site plan (not larger than 11 ½ by 17) showing what exists on lot (buildings, septic system, swimming pool, accessory buildings, etc.).
4. Engineering approval for manufactured homes in flood zones
5. Environmental Health approval if a septic tank exists on lot
6. Public Works approval for new driveway

P.I.N.: _____ *Obtained from Assessor's office (912) 652-7271.*

Project Address: _____

Secondary Address inside MH park: _____

Manufactured / Mobile Home Owner:

Name: _____ Phone (____) _____ - _____

Address: _____

City: _____ State: _____ Zip: _____

Person applying for permit: Same as mobile home owner? ☐ Yes ☐ No

Name: _____ Phone (____) _____ - _____

Company: _____

Address: _____

Email: _____

Contractor/ Mover:

Company: _____

Address: _____

Phone: (____) _____ Email: _____

Mobile Home Details:☐ New ☐ Replacement of existing Value of Mobile Home: \$ _____

Year: _____ Make/Model: _____

Serial or ID number: _____

Size of Mobile Home: _____ x _____ Bedrooms _____ Baths _____ Total #of Rooms _____

Is it a Zone II or Zone III Home? ☐ Yes ☐ NoIs this in a flood zone? ☐ Yes ☐ No Zoned: _____**Modular Home Details:**

Under Roof SF _____ Stories _____ Bedrooms _____ Baths _____

Utilities:Water: ☐ New Connection ☐ Already ConnectedProvider: ☐ City ☐ County ☐ Private Utility ☐ Community Well ☐ Private WellSeptic Tank: ☐ New ☐ Existing (*For sewer service, complete below*)Sewer: ☐ New Connection ☐ Already ConnectedProvider: ☐ City Sewer ☐ County Sewer ☐ Private Utility

It is understood and agreed by the undersigned owner or agent that the approval of this application does not constitute a privilege to violate the building codes, zoning ordinance, or other ordinances of Chatham County and that any omission of or misrepresentation of fact with or without intention of the undersigned or any alteration from this application (including changing subcontractors) without the approval of the Building Official shall constitute sufficient ground for the revocation of any permit issued which was based on the approval of this application. The owner, listed above, will be held responsible for insuring that all permits have been obtained and that all required inspections have been made. The owner will be held legally liable for any violations which may occur with or without his or her knowledge. The owner may request a Certificate of Occupancy or Certificate of Completion when all required inspections have been approved.

Owner/Agent _____

Date _____

For Office Use Only

Approved: _____

Date: _____

APPROVALS INFORMATION

All approvals must be obtained before applying for permit.

For septic tanks, contact:

Georgia Department of Public Health
1395 Eisenhower Drive, Savannah, GA 31406
(912) 356-2160
https://www.gachd.org/chatham_county_environmental_h/

For driveways, contact:

Link to download the application: <https://publicworks.chathamcountyga.gov/Roads/Maintenance>

Link to complete the application online:
<https://publicworks.chathamcountyga.gov/Roads/ROWApplications>

Bring or mail payment, along with application and sketch, to:

Chatham County Public Works
7226 Varnedoe Drive
Savannah, GA 31406
912-652-6840

For modular homes in a flood zone, contact:

Engineering - 124 Bull Street, Savannah, GA

Call 912-652-7800 for an appointment – will need to take one set of construction plans

SUBDIVISION EXCEPTIONS – floodplain approval **NOT required for these subdivisions:**

Blue Heron Bluff	Mosswood – Phase 3
Bluffside at Creekside	Mosswood – Phase 4B-1
Cedar Walk – Phase 1	Mosswood – Phase 4B-2
Cottages at Autumn Lake – Phase 2	Turner's Pointe - Phase 1
Derrick Landing – Phase 1	Turner's Pointe - Phase 2
Derrick Landing – Phase 2	Village at Autumn Lake - Phase 3
Huntington Cove – Phase 1A	Village at Autumn Lake – Phase 4
Huntington Cover – Phase 1B	Walthour Oaks



Chatham County Building Safety & Regulatory Services
APPLICATION CHECKLIST AFFIDAVIT FOR MOBILE HOMES OR
MODULAR HOMES ON PRIVATE PROPERTY

Address: _____ Permit # _____

Required Forms & Documents

Y N N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | | Signed Application |
| ☐ | ☐ | | Application Checklist Affidavit (<i>this form</i>) |
| ☐ | ☐ | ☐ | Site Plan – Two copies (11-1/2 by 17) |
| ☐ | ☐ | ☐ | Subcontractor Signature Page |
| ☐ | ☐ | ☐ | Modular Homes – 2 sets of plans |

All Required Additional Approvals

Y N N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| ☐ | ☐ | ☐ | Environmental Health Department (<i>ALL lots that have/will have a septic tank</i>) |
| ☐ | ☐ | ☐ | Public Works Department (<i>Driveway requirements</i>) |
| ☐ | ☐ | ☐ | Engineering (<i>Flood zone approval</i>) |

Note: Supplemental information may be required during plan review to address deficiencies.

Pursuant to the requirements established by Georgia Law Section §8-2-26, I am submitting all documents checked “Y” above for review and approval.

Signature _____ Printed Name _____

Date _____

Office Use Only

Application: ☐ Complete ☐ Not Complete Name: _____

Date _____

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SUBCONTRACTOR AGREEMENT FOR MOBILE HOMES

Contractor/ Mover: _____ Date _____

Name: _____

Company: _____

Address: _____

Phone No. (____) _____ - _____ State License # _____

I hereby certify that I will perform the setup work for the project described above and I further certify that I have a valid State and Local Business Tax Certification (license)

Local License # _____ Jurisdiction _____

Signature _____

Electrician: _____ Date _____

Name: _____

Company: _____

Address: _____

Phone No. (____) _____ - _____ Fax No. (____) _____ - _____

I hereby certify that I will perform the electrical work for the project described above and I further certify that I have a valid State and Local Business Tax Certification (license)

Local License # _____ Jurisdiction _____

State License # _____

Signature _____

SUBCONTRACTOR AGREEMENT FOR MANUFACTURED HOMES

Job Location _____

General Contractor _____

Permit # _____

PLUMBING

Date _____

I hereby certify that I will perform the plumbing work for the project described above and I further certify that I have a valid Georgia State license and Local Business License.

Local Business License # _____ Jurisdiction _____

State License # _____ Expires: _____

Company Name _____

Signature _____ Phone No. (____) _____ - _____

Email _____

ELECTRICAL

Date _____

I hereby certify that I will perform the electrical work for the project described above and I further certify that I have a valid Georgia State license and Local Business License.

Local Business License # _____ Jurisdiction _____

State License # _____ Expires: _____

Company Name _____

Signature _____ Phone No. (____) _____ - _____

Email _____

MECHANICAL

Date _____

I hereby certify that I will perform the mechanical work for the project described above and I further certify that I have a valid Georgia State license and Local Business License.

Local Business License # _____ Jurisdiction _____

State License # _____ Expires: _____

Company Name _____

Signature _____ Phone No. (____) _____ - _____

Email _____

MOBILE HOME NOTICES AND REQUIREMENTS

FLOOD ZONES: An Elevation Certificate is required for mobile homes in a flood zone, as required by FEMA. The mobile home and all air conditioning/heating equipment, including duct work, must be elevated to a minimum of one (1) foot above the base flood elevation. The Finished Construction Elevation Certificate is due before the final inspection can be scheduled and release to the power company.

CHATHAM COUNTY HEALTH DEPARTMENT (Private Property): If a septic tank is involved, you must receive an approval from the Chatham County Health Department before the permit can be applied for.

CULVERT FEE & DRIVEWAY BOND (Private Property): The permit application is reviewed by the Chatham County Public Works Department to determine if a culvert is needed and if the driveway apron must be paved. The approval must be received before the permit can be applied for.

COUNTY WATER AND SEWER TAP FEES (Private Property): If the property is served by Consolidated Utilities, you will be charged a tap fee and must be paid before the permit is issued.

SETBACKS (Private Property): It is the responsibility of the owner/contractor to string all four sides of a lot so that required setbacks may be checked. The stringing must remain in place until the slab or footing inspection is passed.

PERMIT POSTING: The permit must be posted from commencement of the work until the final inspection has been completed and passed. Failure to post and maintain the permit will result in the scheduled inspection being automatically failed and a \$30.00 re-inspection fee assessed at that time.

ZONE II REQUIREMENTS: All mobile homes must be a Zone II or Zone III home.

DATE OF MANUFACTURE: A single-wide or double-wide unit, must be designed and constructed after June 15, 1976, which is HUD certified. (Chapter 9 of Chatham County Code Book)

MOBILE HOME FINAL INSPECTION: The following items, at a minimum, will be inspected by the Chatham County Building Safety Department. If all items pass, a power release will be issued to Georgia Power:

1. Current Tax Assessor's sticker placed in a prominent visible place.
2. Fire Marshall sticker placed in a prominent visible place. (Provided by mobile home mover.)
3. Exterior steps and landings at all entrances.
4. Double blocked at four corners.
5. A foundation and hurricane tie-downs or anchors.
6. Smoke detectors.
7. For emergency egress, keyed locks are not allowed inside the mobile home; only thumb locks.
8. A Chatham County licensed electrician may perform the electrical hook-up. For double-wide mobile homes, the copper bond jumper will be inspected.
9. Dryer duct must extend beyond where skirting will be placed.
10. Minimum 6 mil. poly sheeting with 90% coverage under the mobile home.
11. The towing assembly and wheels removed from the unit prior to occupancy.