

## BUILDING & PERMITTING OFFICE

**Department:** Liberty County Building and Licensing Department

**Address:** 100 Main Street, Suite 7410, Hinesville, GA 31313

**Phone:** (912) 876-8454

**Permits website:** <https://www.libertycountyga.gov/211/Building-Licensing>

**Code of ordinances:** [https://library.municode.com/ga/liberty\\_county\\_/codes/code\\_of\\_ordinances](https://library.municode.com/ga/liberty_county_/codes/code_of_ordinances)

## MANUFACTURED HOME NOTES

- A mobile home location permit is required BEFORE placing the home; placing first draws a double fee (\$512).
- Zoning approval must first be obtained from the Liberty Consolidated Planning Commission; septic tank and well permits (even with an existing septic) go through Environmental Health, (912) 368-5520.
- County code Chapter 24 covers mobile home parks, recreational vehicle parks, and mobile/relocated homes.

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.

# LIBERTY COUNTY BUILDING AND LICENSING DEPARTMENT

100 Main Street Suite 7410

Hinesville, Georgia 31313

(912) 876-8454

(912) 876-9107 FAX

## REQUIREMENTS TO OBTAIN A MOBILE HOME LOCATION PERMIT

The Liberty County mobile home ordinance requires that all manufactured homes to be located within the unincorporated areas of Liberty County conform to certain regulations.

Mobile homes made after July 13, 1994 must be a Zone II.

Do not locate a Mobile Home on your property without having your location permit first or you will be fined a double fee (\$512.00).

You must first obtain Zoning Approval from the Liberty Consolidated Planning Commission.

(912) 408-2030

### Standard procedure for obtaining a mobile home location permit:

1. Septic tank & well permits are required for all mobile homes. Even if there is an existing septic tank you must go through the Environmental Health Department.  
912- 368-5520.

OR

If you are located in an area that is served by City water or Sewer you must bring in a receipts showing payment for hook-up fees.

2. Approval in writing from the Liberty County Road Dept. on driveway culvert.  
912-884-3310
3. Tax Assessor - You will need to take the sales contract (form 500) and a form PT41 to the Tax Assessor office for a printout. 912-876-2823
4. Tax Commissioner - You will need to take the printout from the Tax Assessor's office to the Tax Commissioner's office to get a registration decal.  
912-876-3389
5. **You must provide** a copy of the mobile home installers state and business license.  
**You must provide** a copy of the electricians state and business license.
6. Bring in all of the above paperwork to the Planning Commission office to purchase the location permit for \$256.00. At that time we will discuss 911 addressing and what it takes to get permanent power on the home. If you have a plat of your property please bring that in as well.

Please call for assistance if you have any additional questions or need help about a particular situation. 912-876-8454

Quick Check: You must have **ALL** of the following before submitting for a permit.

- |                                                                   |                                                                          |
|-------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Zoning Approval Sheet                    | <input type="checkbox"/> Tax Commissioners Tax Receipt & Decal           |
| <input type="checkbox"/> Septic Tank Permit or City Sewer Receipt | <input type="checkbox"/> Mobile Home Installers State & Business License |
| <input type="checkbox"/> Well Permit or City Water Receipt        | <input type="checkbox"/> Electricians State & Business License           |
| <input type="checkbox"/> Approval on Driveway                     | <input type="checkbox"/> A Copy of your recorded plat                    |
| <input type="checkbox"/> Tax Assessors Mobile Home Info Sheet     | <input type="checkbox"/> POA Approval Letter (if applicable)             |

Liberty Consolidated Planning Commission

100 Main Street, Suite 7520  
Hinesville, Georgia 31313  
Phone: 912-408-2030  
Fax: 1-888-320-8007



Jeff Ricketson, AICP  
Executive Director

## Zoning Permit

Tax Map & Parcel # : \_\_\_\_\_

You can obtain this number by calling the Tax Assessor's Office at 912-876-3568.

Property Owner: \_\_\_\_\_

Contact Name & Number: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

Property Street Address (if existing): \_\_\_\_\_

Subdivision: \_\_\_\_\_ lot: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

What are your permit plans? \_\_\_\_\_

Type of water and sewer: \_\_\_\_\_ If other explain: \_\_\_\_\_

What structures are on this property? \_\_\_\_\_

I confirm that these statements are true: \_\_\_\_\_

**Jurisdiction**

|    |                                  |
|----|----------------------------------|
| H  | City of Hinesville               |
| LC | Unincorporated<br>Liberty County |
| M  | Midway                           |
| W  | Walthourville                    |
| A  | Allenhurst                       |
| G  | Gumbranch                        |
| R  | Riceboro                         |
| F  | Flemington                       |

### LCPC Use Only

List Zoning Designation

Unincorporated Area of Liberty County \_\_\_\_\_ City of Walthourville \_\_\_\_\_

City of Flemington \_\_\_\_\_ City of Midway \_\_\_\_\_ City of Riceboro \_\_\_\_\_

Town of Allenhurst \_\_\_\_\_ City of Grumbranch \_\_\_\_\_ City of Hinesville \_\_\_\_\_

Setbacks: Front \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_ Side Street: \_\_\_\_\_

Mobile Home Requirement: Size: \_\_\_\_\_ Skirting Type: \_\_\_\_\_

Comments: \_\_\_\_\_

☐ Approved; meets Zoning Standards

☐ Disapproved, does not meet Zoning Standards

LCPC staff: \_\_\_\_\_

Date: \_\_\_\_\_

### Floodplain Manager Use Only

Flood Zone: \_\_\_\_\_ Elevation \_\_\_\_\_

FEMA Map Date: \_\_\_\_\_ FIRM Map & Panel \_\_\_\_\_