



**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**

**MOBILE HOME PERMIT APPLICATION**

P.I.N.: 1 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ *P.I.N. can be obtained from the Tax Assessors Office (912) 652-7271.*

Project Address: \_\_\_\_\_

**Property Owner:**

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Mobile Home Owner:** Same as property owner?  Yes  No

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

**Contractor/ Mover:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

**Placement:**  Mobile Home Park  Private Property (Need a site plan – 2 copies)

**Details:**

New             Replacement of existing            Value of Mobile Home: \$ \_\_\_\_\_

Is there a mobile home on the property now?    No    Yes    (Is it to be removed?    No    Yes)

Year: \_\_\_\_\_            Make/Model: \_\_\_\_\_

Serial or ID number: \_\_\_\_\_

Size of Mobile Home: \_\_\_\_\_ x \_\_\_\_\_    Bedrooms \_\_\_\_\_    Baths \_\_\_\_\_    Total #of Rooms \_\_\_\_\_

Is it a Zone II Home?             Yes             No

Is this a flood zone?             Yes             No            Zoned: \_\_\_\_\_

**Utilities:**

Water:             New Connection             Already Connected

Provider:             City    County             Private Utility             Community Well             Private Well

Septic Tank:             New             Existing (*For sewer service, complete below*)

Sewer:             New Connection             Already Connected

Provider:             City Sewer             County Sewer             Private Utility

**Who will be responsible for calling in inspections?**

Owner             Contractor/Mover             Subcontractor

**The following information must be submitted before a permit can be issued:**

1.     A subcontractor list with signatures.
2.     On private property, two (2) copies of a plot plan including all existing structures on lot (not larger than 11 ½ by 17)
3.     Copy of current State license for all subcontractors and/or Homeowner Affidavit.
4.     Current State Fire Marshal Sticker.

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:** \_\_\_\_\_



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**CHATHAM COUNTY SUBCONTRACTOR LIST**

**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 \_\_\_\_\_

## **MOBILE HOME NOTICES AND REQUIREMENTS**

No more than one manufactured dwelling shall be permitted on a lot.

**PERMIT FEE:** The building permit fee for a mobile home is \$50.00 and due at the time of application.

**FLOOD ZONES:** An Elevation Certificate is required on all mobile homes located 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.

**CHATHAM COUNTY HEALTH DEPARTMENT:** If a septic tank is involved, an inspection fee, paid directly to the Chatham County Health Department, must be paid before a permit can be issued. The Health Department will call and inform you of the fee and the amount due.

**CULVERT FEE & DRIVEWAY BOND:** The permit application is also reviewed by the Chatham County Public Works Department. That Department will determine if a culvert is needed and if the driveway apron must be paved.

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

**CITY OF SAVANNAH WATER AND SEWER TAP FEES:** If the property is served by a water system owned by the City of Savannah you will be subject to fees and must be paid before the building permit is issued.

**SETBACKS:** 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 inspections have 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:** If the manufactured home is built in or after 1995, it must be a Zone II 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.