



Mobile Home Permit Requirements
Development Services Division
630 Ronald Reagan Drive, Evans GA 30809
(706) 868-3420

A contractor must provide a complete permit application and the information listed below. Contractors must show proof of a Georgia State license.

The following must be complete and accurate on the permit application:

Street address. For assistance please contact GIS at 706-868-3421

Value of work (cost of the mobile home)

Property owner

Mobile home owner

Contractor

Make, year and size of the mobile home

Along with the permit, the following items must be submitted:

Plot plan with the location of the mobile home showing the front, side and rear setbacks.

Provide foundation drawings with pier footing layout and details.

Recorded plat (copies accepted) if the property is not in a subdivision.

Receipt (copies accepted) for paid water and sewer taps fees, if applicable. For copies please contact Water Utility at 706-863-6928.

Permit (copies accepted) for a septic tank or well, if applicable. For copies please contact Health Department at 706-868-3330.

DAPIA (Design Approval Primary Inspection Agency) approved installation instruction plans. These are provided by the manufacturer and includes the foundation plans, tie down plans, etc. If it is not available from the manufacturer, plans need to be submitted from an engineer.

HUD decal (copies accepted).

If the mobile home was retrofitted/renovated, a third party inspector (hired by the mobile home owner) must inspect the mobile home and provide a copy of the inspection stating that the home complies with the current codes

Land Disturbance Permit (LDP) application with required plan type.

Notice of Intent (NOI) to Georgia Environmental Protection Division (EPD). Secondary or Tertiary NOI is required for building permits issued within a common development or subdivision. A Primary NOI is required for building permits disturbing more than one acre. The GEOS generated submittal receipt must accompany the NOI. When an NOI is required, a Notice of Termination (NOT) must be filed upon completion. ALL projects which require a Land Disturbance Permit must pass a Notice of Termination inspection. Certificates of Occupancy will not be issued for residential projects that have not passed an NOT inspection.

Primary, Tertiary, or building sites within 200 linear feet of a state water will require an approved, stand alone Erosion Control Plan for the site prior to issuance of a building permit.

For LDP assistance please contact the Environmental Permit Coordinator at (706)855-7246.

Any lot that is affected by the 100 year flood plain to any degree must submit an elevation certificate to Engineering Services. For assistance, please contact 706-312-7247.

Revised 3/17/2020

OFFICE USE ONLY		
___ IN PERSON ___ EMAIL ___ ONLINE APPLICATION # _____ LDP APPLICATION # _____	RECEIVED DATE: _____ ENTERED DATE: _____ REVIEWED DATE: _____	BY: _____ BY: _____ BY: _____

1. PROJECT ADDRESS: _____			
2. LEGAL DESCRIPTION - LOT: _____	BLOCK: _____	MAP/PARCEL: _____	SUBDIVISION: _____
3. APPLICANT NAME: _____		CONTRACTOR <input type="checkbox"/>	AUTHORIZED AGENT <input type="checkbox"/> HOMEOWNER <input type="checkbox"/>
4. EMAIL: _____	5. CONTACT # : _____		
6. COST OF WORK: _____	7. CHANGING FOOTPRINT OF STRUCTURE? YES <input type="checkbox"/> NO <input type="checkbox"/>		
8. DESCRIBE WORK: _____ _____			

PROPERTY OWNER				
NAME: _____				
CONTACT NUMBER: _____ CONTACT EMAIL: _____				
ADDRESS: _____				
TRADES REQUIRED	TYPE OF PERMIT	ADDITIONAL INFORMATION	CONTACT PERSON	PERMIT INFO
	<input type="checkbox"/> NSF <input type="checkbox"/> TWNHM <input type="checkbox"/> MH <input type="checkbox"/> POOL <input type="checkbox"/> ACCESSORY BLDG <input type="checkbox"/> ALTERATION <input type="checkbox"/> OTHER	TOTAL SQ FT: UNDER ROOF _____ WATER TYPE _____ SEWER TYPE _____	<u>BUILDER / GENERAL CONTRACTOR</u>	CID # _____ PERMIT FEE: _____ PERMIT # _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> SERVICE CHANGE <input type="checkbox"/> GENERATOR <input type="checkbox"/> SOLAR <input type="checkbox"/> HOUSE / TRADE <input type="checkbox"/> TEMP POLE <input type="checkbox"/> STANDALONE	IF SUB / TRADE – BLDG PERMIT # _____ # AMPS: _____	<u>ELECTRICIAN</u>	CID # _____ PERMIT FEE: _____ PERMIT # _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> GAS <input type="checkbox"/> SUB / TRADE <input type="checkbox"/> STANDALONE	IF SUB / TRADE – BLDG PERMIT # _____	<u>PLUMBER</u>	CID # _____ PERMIT FEE: _____ PERMIT # _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> GAS <input type="checkbox"/> SUB / TRADE <input type="checkbox"/> STANDALONE	IF SUB / TRADE – BLDG PERMIT # _____	<u>MECHANICAL</u>	CID # _____ PERMIT FEE: _____ PERMIT # _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> SUB / TRADE <input type="checkbox"/> STANDALONE	IF SUB / TRADE – BLDG PERMIT # _____	<u>IRRIGATION SPRINKLER</u>	CID # _____ PERMIT FEE: _____ PERMIT # _____

* THE ISSUANCE OF THIS PERMIT AUTHORIZES IMPROVEMENTS OF THE REAL PROPERTY DESIGNATED HEREIN WHICH IMPROVEMENTS MAY SUBJECT SUCH PROPERTY TO MECHANICS' AND MATERIALMENS' LIENS PURSUANT TO PART 3 OF ARTICLE 8 OF CHAPTER 14 OF TITLE 44 OF THE OFFICIAL CODE OF GEORGIA ANNOTATED. IN ORDER TO PROECT ANY INTEREST IN SUCH PROPERTY AND TO AVOID ENCUMBRANCES THEREON, THE OWNER OR ANY PERSON WITH AN INTEREST IN SUCH PROPERTY SHOULD CONSIDER CONTACTING AN ATTORNEY OR PURCHASING A CONSUMER'S GUIDE TO THE LIEN LAWS WHICH MAY BE AVAILABLE AT BUILDING SUPPLY HOME CENTERS.

* THE ISSUANCE OR GRANTING OF A PERMIT SHALL NOT BE CONSTRUED TO BE A PERMIT FOR, OR AN APPROVAL OF, ANY VIOLATION OF ANY OF THE PROVISIONS OF THE ADOPTED CODES OR OF ANY OTHER ORDINANCE OF THIS JURISDICTION. PERMITS PRESUMING TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF THE ADOPTED CODES OR OTHER ORDINANCES OF THIS JURISDICTION SHALL NOT BE VALID. THE ISSUANCE OF A PERMIT BASED ON CONSTRUCTION DOCUMENTS AND OTHER DATA SHALL NOT PREVENT THE BUILDING OFFICIAL FROM REQUIRING THE CORRECTION OF ERRORS IN THE CONSTRUCTION DOCUMENTS AND OTHER DATA. THE BUILDING OFFICIAL IS AUTHORIZED TO PREVENT OCCUPANCY OR USE OF A STRUCTURE WHERE IN VIOLATION OF THE ADOPTED CODES OR ANY OTHER ORDINANCES OF THIS JURISDICTION. THE BUILDING OFFICIAL IS AUTHORIZED TO SUSPEND OR REVOKE A PERMIT ISSUED UNDER THE PROVISIONS OF THE ADOPTED CODES WHEREVER THE PERMIT IS ISSUED IN ERROR OR ON THE BASIS OF INCORRECT, INACCURATE OR INCOMPLETE INFORMATION, OR IN VIOLATION OF ANY ORDINANCE OR REGULATION OR ANY OF THE PROVISIONS OF THE ADOPTED CODES.

* A MEMBER OF THE COLUMBIA COUNTY TAX ASSESSORS STAFF MAY VISIT YOUR PROPERTY TO CARRY OUT THE DUTY OF MAKING AN APPRAISAL OF THE FAIR MARKET VALUE OF TAXABLE PROPERTY PURSUANT TO PART 1 OF ARTICLE 5 OF CHAPTER 5 OF TITLE 48 OF THE OFFICIAL CODE OF GEORGIA ANNOTATED. FOR ADDITIONAL INFORMATION CONTACT 706-312-7474.

* THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMNCED WITHIN 180 DAYS OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.

* COLUMBIA COUNTY RESERVES THE RIGHT TO REVOKE ANY PERMIT DETERMINED TO CONTAIN FALSIFIED INFORMATION OR ISSUED IN ERROR.

* NOTICE TO CONTRACTORS: ANY CONTRACTOR CONSTRUCTING RESIDENCES OR ANY OTHER TYPE OF CONSTRUCTION IN THE ABOVE STATED SUBDIVISION WILL BE HELD ACCOUNTABLE AND RESPONSIBLE FOR ANY DAMAGES BY REASONS OF SAID CONSTRUCTION TO CURBS, GUTTERS, MAN HOLES, CATCH BASINS, WATER MAINS, ETC.

* INSPECTION REQUESTS SHOULD BE MADE THROUGH EMAIL TO: INSPECTIONS@COLUMBIACOUNTYGA.GOV. ALL REQUESTS RECEIVED BY 4:30 WILL BE SCHEDULED FOR THE NEXT BUISNESS DAY. ANY REQUESTS RECEIVED AFTER 4:30 PM WILL BE SCHEDULED FOR THE SECOND BUSINESS DAY. A FEE WILL BE CHARGED FOR THE SECOND AND EACH SUBSEQUENT REINSPECTION. ANY OUTSTANDING FEES MUST BE SETTLED PRIOR TO THE RELEASE OF A CERTIFICATE OF OCCUPANCY/COMPLETION.

* I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO COMPLY WITH ALL LOCAL, STATE AND FEDERAL LAWS AND THAT THE ISSUANCE OF THIS PERMIT IS NOT DEEMED AN AFFIRMATION BY COLUMBIA COUNTY OF SUCH COMPLIANCE. I CERTIFY THE INFORMATION PROVIDED IS TRUE AND ACCURATE AND CONTAINS NO FALSE OR FRAUDULENT INFORMATION.

* I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT AND KNOW THE SAME TO BE TRUE AND CORRECT. I UNDERSTAND THAT THE GRANTING OF A PERMIT DOES NOT WAIVE THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION. I AGREE TO REQUEST ALL INSPECTIONS REQUIRED BY COLUMBIA COUNTY.

SIGNATURE OF APPLICANT / CONTRACTOR / AUTHORIZED AGENT / OWNER

DATE

PRINT NAME

Land Disturbance Permit Application

GENERAL CONDITIONS	<p>a. Projects that include the impoundment of water or the construction of a pond, the owner hereby agrees and does by these presents, indemnify and hold harmless Columbia County, Georgia from and against any and all claims, demands, suites. Judgments, or chooses-in-action which may be a third party against Columbia County, Georgia, as a result of the impoundment of water or the construction of a pond covered by this permit.</p> <p>b. Applicant indemnifies and holds the Columbia County, Georgia and its officers, agents, and employees against any and all claims, damages, demands, actions, causes of action, costs and expenses of whatsoever nature, which may result from any injury, death, loss or damage arises out of the construction, operation, maintenance, repair, removal or relocation of the facilities covered by this permit.</p> <p>c. Applicant is responsible for submitting all applicable documents, plans, reports, and/or drawings to comply with the Land Disturbance Permit Table and Columbia County Ordinance</p> <p>d. Applicant is responsible for obtaining any additional permits required by Georgia DOT, GA EPD, GA DNR, USACE &/or other government agencies.</p> <p>e. This permit is subject to modification or revocation on a finding of noncompliance with any of the provision of the Columbia County Soil Erosion and Sedimentation Control Ordinance, and/or Erosion and Sedimentation Act of 1975, as amended, or any of the rules promulgated pursuant thereto; or with any representation made on the attached thereto.</p> <p>f. Unless otherwise exempted, person engaged in land-disturbing activities shall apply erosion and sedimentation control measures which conform to the specifications contained in the current version of the "Manual for Erosion and Sediment Control in Georgia" (also known as the "Green Book") published by State Soil and Water Conservation Commission.</p> <p>g. Once approved, this permit is effective until completion of the aforementioned land disturbing activity. However, if the land disturbing activity does not commence within twelve (12) months from date issued, or construction ceases for a period of 90 days, this permit will become null and void.</p> <p>h. The contractor will adhere to the weight limits prescribed on County maintained roads for hauling equipment and/or materials to and from this site. The contractor will be held responsible for any damages to the streets and/or utilities due to non-compliance of weight limit regulations.</p> <p>i. Failure to comply with the terms of this application will result in an immediate Stop Work Order in accordance with Columbia County Code of Ordinance, Chapter 34-72 (b).</p> <p>j. The following projects are exempt from the permit requirements of Columbia County Ordinance Section 34-70, provided however any land disturbing activities conducted as part of any such project shall conform to the minimum requirements as set forth in Ordinance Section 34-69, including, but not limited to, the implementation of BMPs, and the level of documentation specified in the LDP table shall be submitted to the County for verification in advance of undertaking such activity:</p> <ol style="list-style-type: none"> 1) Project with land-disturbance of less than 1000-square feet and not within 200-feet of State Waters. 2) Individual new home construction within a larger common plan of development with an open Primary Notice of Intent, and such individual new home construction will be conducted in conformance with the approved development plan and ESPC plan applicable to the lot affected. 3) Minor land-disturbing activities such as home gardens and individual home landscaping, repairs, maintenance work, fences, etc. 4) Excavations and related preparations for establishment of irrigation wells not part of a bona-fide agricultural operation under O.C.G.A. 1-3-3.
LEGAL AUTHORITY	<p><i>In accordance with Columbia County Code of Ordinance, Chapter 34 Environmental Article III,</i></p> <p>34-70(b)(5) Denial of permit. If a permit applicant has had two or more violations of previous permits, this article, or the Georgia Erosion and Sedimentation Act, as amended, within three years prior to the date of filing of the application under consideration, the county may deny the permit application pursuant to O.C.G.A. 12-7-7(f)(1).</p> <p>34-70(b)(6) Bond requirement. The county may require the permit applicant to post a bond in the form of government security, cash, irrevocable letter of credit, or any combination thereof up to, but not exceeding, \$3,000.00 per acre or fraction thereof of the proposed land-disturbing activity, prior to issuing the permit. If the applicant does not comply with this article or with the conditions of the permit after issuance, or the bond, the county may call the bond or any part thereof to be forfeited and may use the proceeds to hire a contractor to stabilize the site of the land-disturbing activity and bring it into compliance.</p> <p>34-70(d)(4) The permit may be suspended, revoked, or modified by the county, as to all or any portion of the land affected by the plan, upon finding that the land-disturbing activity is not in compliance with the approved ESPC plan or the permit or that the holder or his successor is in violation of this article. A holder of a permit shall notify any successor as to all or any portion of the land affected by the approved plan of the conditions contained in the permit.</p>
CERTIFICATION	<p>I hereby certify that the information provided herein is true, correct and complete to the best of my knowledge. I further certify that I have read the stipulations in this application and that I, and/or the entity I represent, as applicable, will be subject to these stipulations if a permit is issued.</p> <p>_____</p> <p>Operator/Contractor (Print)</p> <p>_____</p> <p>Owner/Developer or Authorized Representative (Print)</p> <p>_____</p> <p>Owner/Developer or Authorized Representative (Sign) _____ Date</p>