

## Jones County Planning & Zoning

166 Industrial Blvd

Gray GA 31032

478-986-5117 Fax 478-986-4550

### Used Manufactured Home Permit Information

\_\_\_\_\_ **FIRST, call or visit the Planning & Zoning Office** to make sure your location is zoned for the type of home you want, and that your lot will meet code requirements.

**You must provide the following when applying for your permit:**

- \_\_\_\_\_ Letter of credit for \$750.00 or cash deposit of \$750.00.
- \_\_\_\_\_ Signed affidavit affirming that the used MH is in compliance with Jones County Code.
- \_\_\_\_\_ Enough photos to show accurate condition of used MH, inside and outside.
- \_\_\_\_\_ Receipt for connection to public water (County 743-3211, City 986-5433) or well permit from the Jones County Health Department (986-3164).
- \_\_\_\_\_ Copy of septic tank permit from Jones County Health Department.
- \_\_\_\_\_ Approved driveway permit, for lots on county maintained roads. Permits can be obtained at the front desk. (986-8263.)
- \_\_\_\_\_ Legible copy of title of the MH.
- \_\_\_\_\_ Completed affidavits from mobile home mover, electrical, plumbing, and mechanical subcontractors. If their state licenses are not on file with our office, we will need copies of their licenses.
- \_\_\_\_\_ Copy of plat or survey (only if requested by P & Z).
- \_\_\_\_\_ 2 checks, if paying by check. (1 for the permit fee and 1 for the impact fee \*)

**Specific information needed about the home:**

Manufacturer \_\_\_\_\_  
Year of manufacture \_\_\_\_\_  
Length & width \_\_\_\_\_  
Serial number \_\_\_\_\_  
Color \_\_\_\_\_  
Number of full and half-baths \_\_\_\_\_  
Roof type (Shingled or metal) \_\_\_\_\_  
Type of underpinning you're planning to use \_\_\_\_\_  
Approximate distances from the front, rear, and sides of the home to the property lines.  
Front \_\_\_\_\_  
Rear \_\_\_\_\_  
Left side \_\_\_\_\_  
Right side \_\_\_\_\_

**\* Permit fees are calculated as follows: \$.30 per square foot of heated space. Impact fee is \$1800.00 per home.**

**Jones County Planning & Zoning**

PO Box 1359  
Gray GA 31032  
478-986-5117

Permit# \_\_\_\_\_ Map/Parcel# \_\_\_\_\_ Zone \_\_\_\_\_ Flood Zone \_\_\_\_\_

**Used Manufactured Home Parking Permit Application**

Date: \_\_\_\_\_ Phone# \_\_\_\_\_

Manufactured home owner: \_\_\_\_\_

Property owner: \_\_\_\_\_

Address of home: \_\_\_\_\_

Name of subdivision or park: \_\_\_\_\_

Lot # \_\_\_\_\_ Lot size \_\_\_\_\_

What is the flood zone designation of this property? \_\_\_\_\_

Are there currently other dwellings on this property? \_\_\_\_\_

Who is doing the set-up? \_\_\_\_\_

**Please check the following that apply:**

Private well \_\_\_\_\_ Public water \_\_\_\_\_ Septic tank \_\_\_\_\_ Public sewage \_\_\_\_\_

**Specifications of manufactured home:**

Year \_\_\_\_\_ Length/Width \_\_\_\_\_

Manufacturer \_\_\_\_\_ Color \_\_\_\_\_

Serial # \_\_\_\_\_ # Baths \_\_\_\_\_

Model \_\_\_\_\_ Roof type: Shingle or Metal (circle one)

**Underpinning is *not* required in mobile home parks, but *is* required for all manufactured homes located on individual lots. In addition, if your home is located in the R-R or R-3 zoning districts, it must have masonry underpinning.**

\_\_\_\_\_  
Signature of Applicant

-----BELOW THIS LINE FOR OFFICIAL USE ONLY-----

\_\_\_\_\_ STATE LICENSED CONTRACTOR

\_\_\_\_\_ HOME IS ORIENTED CORRECTLY

\_\_\_\_\_ FLOOD ZONE

\_\_\_\_\_ DRIVEWAY PERMIT

\_\_\_\_\_ IMPACT FEE

\_\_\_\_\_ SEPTIC PERMIT/ SEWAGE TAP RCPT

\_\_\_\_\_ GA TITLE

\_\_\_\_\_ WELL PERMIT / WATER TAP RCPT

\_\_\_\_\_ ZONING

\_\_\_\_\_ \$750.00 BOND or CASH DEPOSIT

\_\_\_\_\_ SETBACKS

\_\_\_\_\_ AFFIDAVIT AND PHOTOS

# Site Plan

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**Please show the following:**

1. Lot dimensions with property lines shown.
2. Shape and size of buildings to be built on the lot. **Note: Jones County Ordinance requires homes to be placed with long axis parallel to road unless doing so would create a hazzard. Ordinance does not apply if home will be located 300+ feet from road.**
3. Distance of all buildings or dwellings to property lines.
4. Street names and right-of-way lines.

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Signature of Applicant

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Date

## **Affidavit Affirming Used Manufactured Home Compliance with Jones County Ordinance Ch 18, Article VIII, Sec 8-23**

By executing this affidavit, I, \_\_\_\_\_, am affirming that the following used manufactured home, which I am planning to install as a residence in Jones County, is in compliance with Ch 18, Article VIII, Sec 8-23 of *The Comprehensive Land Development Resolution for the Unincorporated Area of Jones County, GA*:

\_\_\_\_\_ (VIN or Title#)

\_\_\_\_\_ (Year, make, size).

### **Ch 18, Article VIII, Sec 8-23. Minimum Health and Safety Standards.**

All preowned manufactured homes shall comply with the following before being issued a certificate of occupancy by the building inspector:

- (a) HUD Code: Every pre-owned manufactured home located in the jurisdiction shall be in compliance with the Federal Manufactured Housing Construction and Safety Standards Act, 42 U.S.C. 5401-5445 (the HUD Code) and shall not have been altered in such a way that the home no longer meets the HUD Code.
- (b) Interior Condition. Every floor, interior wall, and ceiling of a pre-owned manufactured home shall be in sound condition. Doors and windows shall be operable, watertight and in good working condition. The floor system shall be in sound condition and free of warping, holes, water damage, or deterioration.
- (c) Exterior Condition. The exterior of all pre-owned manufactured homes shall be free of loose or rotting boards or timbers and any other conditions that might admit rain or moisture to the interior portions of the walls or to occupied spaces. The exterior siding shall be free of rot and rust. Roofs shall be structurally sound and have no obvious defects that might admit rain or cause moisture to collect on the interior portion of the home.
- (d) Sanitary Facilities. Every plumbing fixture, water, and waste pipe of a pre-owned manufactured home shall be in a sanitary working condition when properly connected, and shall be free from leaks and obstructions. Each home shall contain a kitchen sink. Each bathroom shall contain a lavatory and water closet. At least one bathroom shall contain a tub and/or shower facilities. Each of these fixtures shall be checked upon being connected to ensure they are in good working condition.
- (e) Heating Systems. Heating shall be safe and in working condition. Un-vented heaters shall be prohibited.
- (f) Electrical Systems ( switches, receptacles, fixtures, etc.) shall be properly installed and wired and shall be in working condition. Distribution panels shall be in compliance with

the approved listing, complete with required breakers, with all unused openings covered with solid covers approved and listed for that purpose. The home shall be subject to an electrical continuity test to assure that all metallic parts are properly bonded.

- (g) Hot Water Supply. Each home shall contain a water heater in safe and working condition.
- (h) Egress Windows. Each bedroom of a manufactured home shall have at least one operable window of sufficient size to allow egress if necessary.
- (i) Ventilation. The kitchen in the home shall have at least one operating window or other ventilation device.
- (j) Smoke Detectors. Each pre-owned manufactured home shall contain one operable battery-powered smoke detector in each bedroom and in the kitchen, which must be installed in accordance with the manufacturer's recommendations.

**Section 8-24. Enforcement.**

- (a) Permanent connection to utilities shall not be approved until the building inspector has issued a certificate of occupancy.
- (b) Owners of pre-owned manufactured homes that are not in compliance upon a third inspection shall have their permit revoked and shall be required to remove the home from the jurisdiction at their own expense.
- (c) The guarantee of condition bond or cash deposit will be forfeited after 90 days from the date of inspection, unless all conditions and standards are met prior to the end of the 90 days or an extension has been issued in writing by the building inspector.

**Section 8-25 . Penalties**

Failure to remove a pre-owned manufactured home from the jurisdiction upon failure to receive a certificate of occupancy shall be punishable by a fine of \$ 500.00. Each day any violation under this ordinance continues shall be considered a separate offense.

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Signature of Applicant

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Date