

303 S Hammond Drive
Suite 98
Monroe, GA 30655



(770) 267-1485
(770) 267-1407 FAX
(770) 267-1485 Insp. Request

**Walton County Planning and Development
Building Department**

Information and Building Permit Application for Manufactured Housing

Includes:

Guidelines for obtaining a Building Permit
Permit Application
Contractor Affidavits
Inspection Requirements
How to request an Inspection
Driveway Requirements
Enforced Building Codes

NOTICE: IMPACT FEES ARE \$1224.01

WALTON COUNTY PLANNING AND DEVELOPMENT

303 S HAMMOND DRIVE SUITE 98 MONROE, GA 30655
(770) 267-1485 FAX (770) 267-1407

MANUFACTURED HOMES

****ANY POSSIBLE FLOOD AREA-SEE ARTICLE 3, SECTION B OF THE WALTON COUNTY FLOOD DAMAGE PREVENTION ORDINANCE****A SITE PLAN MAY BE REQUIRED******
MANUFACTURED HOME PERMIT FEE IS .15 PER SQ. FT.

TO OBTAIN A MANUFACTURED HOME PERMIT THE FOLLOWING ITEMS MUST BE BROUGHT INTO THE OFFICE:

1. Recorded warranty deed and recorded plat to property. (**MUST** be legible)
2. Tax Assessors form. (To be filled out by Tax Assessors office)
3. Septic tank approval from the Health Department (267-1430).
* When septic tank is installed, we need a copy of the on-site sewage management system inspection report. (Pink or yellow copy with the graph that sketches the septic tank line.) This must be in the folder before the final inspection can be done. *
4. Manufacturer, make, model, size, & serial number of manufactured homes. All manufactured homes must be underpinned with block, rock, or brick.
5. Completed Electrical, Plumbing and Heat/Air affidavits
Must be submitted at time of permit purchase
***Must be notarized if a homeowner completes. ***
6. If building off a state road, we must have a copy of the DOT PERMIT and final approval.
7. If using public water, you must provide a receipt from the Walton County Water Authority for the water meter.
8. If located in a mobile home park you do not need the recorded deed and plat. You need to bring a notarized letter from the park owner which states that you have permission to place a home in the park and what lot number it will be placed on, septic tank approval, and manufacturer, make, model, size, & serial number of your manufactured home.
9. **Affidavit of Licensed Installer.**
{MUST BE SUBMITTED PRIOR TO THE FINAL INSPECTION}

IMPORTANT INFORMATION REGARDING **BUILDING PERMIT**

*****Inspections by this department do not relieve the owner & contractor(s) of the responsibility of compliance with all applicable codes and ordinances. It is a misdemeanor to occupy a dwelling/structure without a final inspection and certificate of occupancy. *****

103 PERMITS

103.1 PERMIT APPLICATION

103.1.1 When Required: Any owner, authorized agent, or prime contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas energy conservation, mechanical or plumbing system, the installation of which is regulated by this Code, including the technical codes, or to cause any such work to be done, shall first make application to the Department of Planning and Development, Building Construction Section, and obtain a building permit for the work being done after paying required fees.

It shall be unlawful to commence the excavation or filling of any lot for construction of any building or commence the moving or alteration of any building until the Planning and Development Office has issued a building permit for such work.

It shall be unlawful for any building to be located, erected, moved, added to or structurally altered if the value of the improvement is in excess of two thousand five hundred dollars (\$2,500) building or alteration cost without obtaining a building permit issued by the Planning and Development Office. No building permit shall be issued except in conformity with the provisions of this ordinance.

A copy of the filed deed, filed plat must be submitted to the Planning and Development Office before a building permit may be issued.

103.1.3 Work Authorized: A building, electrical, gas, mechanical or plumbing permit shall carry with it the right to construct or install the work, provided the same are shown on the drawings and set forth in the specifications filed with the application for the permit.

103.1.4 Minor Repairs: Ordinary minor repairs under \$600.00 in total cost may be made, with the approval of the Building Official without a permit, provided that such repairs shall not violate any of the provisions of this Code, including the technical codes.

- 103.1.5 Information Required: Each application for a permit, with the required fee, shall be filed with the Department of Planning and Development on a form furnished for that purpose, and shall contain a general description of the proposed work and its location. The application shall be signed by the owner, or his authorized agent.
- 103.1.6 Time Limitations:
1. Plans and Specifications
Plans and specifications for projects reviewed by the Building Official and the Department of Planning and Development shall be permitted within six (6) months of the formal review date to be valid for obtaining a building permit or the project shall be deemed to have been abandoned.
 2. Building Permits
 - a. A building permit shall expire 12 months from issuance if the permittee fails to request and pass a required inspection whether or not construction has been initiated.
 - b. A building permit shall also expire if the permittee fails to request and pass a required inspection during any 6 month period after 6 months have passed from the date of permit issuance. Exception: When in the determination of the Building Official, a structure is substantially complete (90% or greater), the building permit shall not expire but shall become inactive and may be renewed by the original permit applicant upon the payment of a renewal fee as established by the Board of Commissioners.
 - c. The Building Official is authorized to grant no more than two (2) permit extensions, not to exceed 3 months each, during which time the permittee shall request and pass a required inspection. A request for an extension shall be made prior to permit expiration, shall be in writing and shall demonstrate justifiable cause.
 - d. A fee shall be charged for any extension thus granted as authorized by the Board of Commissioners. No refund of the permit fee shall be given for an expired permit unless authorized by the Board of Commissioners. A new permit to re-initiate construction activities shall be secured and a fee shall be charged for the new permit in accordance with the most recent fee schedule established by the Board of Commissioners.
- 103.7.2 Work Commencing Before Permit Issuance: Any person or firm starting any excavation, or filling of any lot, work on a building, structure, or electrical, plumbing, mechanical, energy conservation and gas systems before obtaining the necessary permit, shall be subject to a penalty of 100% of the usual permit fee in addition to the required permit fees. The payment of such fees shall not relieve any persons from fully complying with the requirements of this Code in the execution of the work nor from any other penalties prescribed herein.

*****OCCUPYING OR STORING OF ANY PERSONAL BELONGINGS IN THE STRUCTURE WITHOUT A FINAL INSPECTION AND APPROVAL MAY RESULT IN A STOP WORK ORDER, A CITATION AND A COURT APPEARANCE.*****

INSPECTION PROCEDURES FOR MANUFACTURED HOMES

OFFICE HOURS: 8:00 AM TO 4:00 PM MONDAY THRU FRIDAY.

INSPECTOR OFFICE HOURS: 8:00 to 8:30am and 3:30 TO 3:55 p.m.
MONDAY THRU FRIDAY.

INSPECTOR'S PHONE NUMBERS:

(770) KEITH SARGENT 267-1374, JEREMY MOORE 267-1373,
(ROW) RAY JOHNSON 770-266-1621, STEVE CARTER 266-1620]

TO SCHEDULE INSPECTIONS: CALL 267-1485 OPTION #1 **ONE (1) DAY IN ADVANCE BY 3:00PM** You **MUST HAVE** your **PERMIT NUMBER** to schedule an inspection. All trade affidavits and other information mailed, faxed or brought into the office must include your **PERMIT NUMBER** or the forms will not be placed in your file. **All documentation MUST be submitted at least 24 Hours prior to requesting an inspection.**

A minimum \$25.00 FEE is charged for all reinspections.

Federal, State and County Soil Erosion Sedimentation Law will be strictly enforced. By law, a 50-foot undisturbed buffer must be maintained on all creeks, streams, rivers and lakes. Erosion control devices must be in place and maintained throughout construction. If your manufactured home is in a floodplain, wetland or watershed protection area other requirements may be necessary.

Drainage easements recorded on plats cannot be altered without the permission of Walton County.

It is recommended that final grading and stabilization is done as early as possible to avoid delays on the final inspection.

UTILITIES: (Power, telephone, gas, water and cable) are buried within the first 13 feet behind the curb and within 13 feet of open ditch. You may not alter County right of way without written permission from Walton County.

Mailbox Structures: Need to be constructed no closer than 12 inches back of the curb and within 48 inches from the edge of paving in other locations.

Exit Pads: The exit pad must have 4" of stone and must be an effective length but in no case shall it be less than a minimum of fifty (50) feet long and fifteen (15) feet wide.

Required Inspections: Walton County does not inspect footings for manufactured homes, but it is the responsibility of the installer to meet all of the required setbacks as stated on the permit. Footings, rough wiring, framing & final inspections are required for attached or detached garages.

BEFORE ANY INSPECTIONS WILL BE DONE:

Building lines must be marked. The permit holder is responsible for making sure the property lines and building setback lines are clearly marked before the first inspection will be done.

****STEPS 1 & 2 MUST BE COMPLETED BEFORE THE HOME IS DELIVERED.****

- 1- DRIVE WAY CULVERT SIZING AND DESIGN** (If applicable).
See Diagram Attached **This must be sized by the Code Office.**
- 2- Site Inspection-**
Home location must be staked out.
- 3- Garage Footing Inspection**
 - **Do not pour concrete before inspection**
 - 2 runs of #4 rebar continuous, bent around corners, lapped 12 inches and tied unless otherwise specified by engineer
 - -Pressure treated or rebar grade stakes required
 - -Mud sill or anchor bolts required on all exterior walls of slab, foundation walls and attached garages
 - -Site inspected for erosion control
- 4- Garage rough in-**
 - Framing completed and “Dried In”
 - Electrical “Rough In” Completed
- 5- FINAL DRIVEWAY INSPECTION:** Required prior to issuance of a Certificate of Occupancy of all single family residential sites that are not a part of a curb and gutter subdivision development.
- 6- Final Inspection**
 - All fees must be paid before scheduling inspection. Final septic approval must be in file.
 - Test on gas service line (if applicable)
 - All natural and disturbed areas must be stabilized.
 - Underpinning must be completed
 - At every exterior door a self-supporting 3’X3’ or larger landing is required.
 - Guardrails & handrails are required for landings 30” or higher.
 - Crawl space access door & ventilation
 - Removal of all organic & decayable material from under home.
 - Water & DWV systems connected
 - HVAC ductwork & units installed
 - 4” hard pipe dryer vent to outside of home
 - Electric meter can, disconnect, ground rod etc.
 - A Certificate of Completion will be issued upon completion of all the above and the Specific Regulations for Residential Units.

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Walton County Planning and Development

Local Government

Chapter 72 Section 36-72-4 Permit required for developing land on which cemetery located.

No known cemetery, burial ground, human remains, or burial object shall be knowingly disturbed by the owner or occupier of the land on which the cemetery or burial ground is located for the purposes of developing or changing the use of any part of such land unless a permit is first obtained from the governing authority of the municipal corporation or county wherein the cemetery or burial ground is located, which shall have authority to permit such activity except as provided in Code Section 36-72-14. (Code 1981, &36-72-4, enacted by Ga. L. 1991, p. 924, & 3.)

I _____ hereby acknowledge the receipt of copy of OCGA 36-72-4.
(Print name)

(Signature)

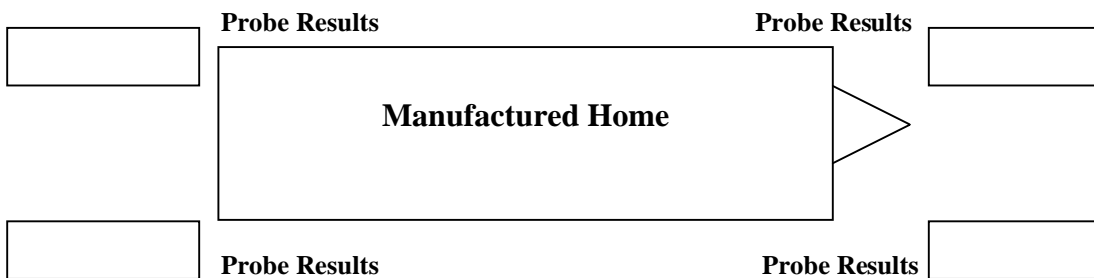
Map/Parcel Number

**REPLACE THIS
PAGE WITH
THE
DRIVEWAY
DIAGRAM**

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PAGE WITH
THE
DRIVEWAY
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**Walton County Planning and Development
Building Department**

<u>MANUFACTURED HOME INSTALLER AFFIDAVIT</u>	
PERMIT # _____	DATE: _____
PERMIT HOLDER NAME: _____	
JOB SITE ADDRESS: _____	
INSTALLER: _____	
INSTALLER PHONE NUMBER: _____	
CONTACT NAME: _____	
OCC. LICENSE# _____	<input type="checkbox"/>
STATE LICENSE# _____	LICENSED <input type="checkbox"/>
WALTON COUNTY CONTRACTOR# CC _____	<u>CHECK ONE</u>
SIGNATURE: _____	DATE: _____
NOTARY: _____	DATE: _____



**FOR ALTERNATE SETUP SYSTEMS; PROVIDE THE NAME OF SYSTEM TO
BE INSTALLED AND APPROVAL CERTIFICATE FROM THE HOME
MANUFACTURER FOR USE ON THEIR HOME**

WALTON COUNTY PLANNING AND DEVELOPMENT

FAX (770) 267-1407

INSPECTION REQUESTS 770-267-1485 OPTION # 1

CONTRACTOR AFFIDAVIT

CONTRACTORS MUST BE REGISTERED IN WALTON COUNTY
PRIOR TO SUBMITTING AFFIDAVITS

DATE: _____

Permit # _____ Address _____

Permit Name _____

Residential _____ Commercial _____

=====

ELECTRICAL:

Company/Contractor Name _____ Phone _____

Service size or Type of Installation _____

Signature _____ State License # _____

Please Print Name: _____

Walton County Contractor #CC _____

=====

PLUMBING:

Company/Contractor Name _____ Phone _____

Number of Fixtures:

Water Closets _____ Lavatory _____ Tub _____ Shower _____ Kitchen Sink _____ Dishwasher _____

Washing Machine _____ Water Heater _____ Laundry Sink _____ Floor Drain _____

Drinking Fountain _____ Service Sink _____ Urinal _____ Disposal _____ Sewer/Septic _____

Other _____

By this signature, I also certify that any sprinkler systems installed for One and Two Family Dwellings are in compliance with the current enforced edition of NFPA 13D

Signature _____ State License # _____

Please Print Name: _____

Walton County Contractor #CC _____

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PRIOR TO SUBMITTING AFFIDAVITS

DATE: _____

Permit # _____ Address _____

Permit Name _____

Residential _____ Commercial _____

=====

HEATING & AIR:

Company/Contractor Name _____ Phone _____

Type of System _____ Tonnage _____ # of Systems _____

Signature _____ State License # _____

Please Print name _____

Walton County Contractor #CC _____

=====

GAS:

Company/Contractor Name _____ Phone _____

Number of Items using Gas: Furnace ___ Water Heater ___ Stove ___ Dryer ___

Refrigerator ___ Other _____

Signature _____ State License # _____

Please Print Name _____

Walton County Contractor #CC _____

Walton County Mobile Home Information Sheet

Date: _____

TAX ASSESSOR

.....

Map/Parcel # _____

Ownership of Property _____

Ownership of Mobile Home: _____ Phone # _____

New Location Address: _____

How many and what type structures are currently located on property?: _____

Initial by: Information received by Tax Assessors Office OK! Yes No

*****GET COPY OF BILL OF SALE*****

Homestead: _____ Personal Property: _____

Type of Mobile Home for permit: Year _____ Size _____ (WxL)

Manufacture Name: _____ Model Name: _____

Serial No. _____ Total Cost: \$ _____

Options on Mobile Home: Roof _____ Type siding _____ Fireplace _____

Porch(size) _____ Decks(size) _____ Type Heating/ Air(gas) _____ (elec) _____

Underpinning: (Blk) _____ (vinyl) _____

Is this mobile home currently located in Walton County? _____

If yes, Where and in Who's name? _____

Will there be an old mobile home traded-in or moving out of the county? _____

If yes, What type? _____ What county? _____

Mobile Home ownership signature: _____

Tax Assessors authorized signature: _____

DATE: _____

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TAX COMMISSIONER

If you are moving a mobile home into Walton County, you MUST show proof of taxes paid in previous county.

Tax Bill Number: _____ Tax Year(s): _____

Amount of Taxes Paid: \$ _____ Decal # _____

ALL TAX HAS BEEN COLLECTED? _____

Type of Mobile Home taxed: _____

Location address of Mobile Home where tax is paid: _____

Tax Commissioner authorized signature: _____

DATE _____