



Forsyth County Department of Building and Licensing
110 E. Main Street, Suite 100 | Cumming, Georgia 30040 | (770) 781-2114 | forsythco.com

RESIDENTIAL MANUFACTURED MOBILE HOME PERMIT PACKET

CHECKLIST

NOTE: Manufactured Mobile Home permit applications cannot be submitted online and must be submitted in person.

Please complete the entire application package, including:

- **Permit Details Form**
- **Plat** – Copy of approved recorded plat
- **Site Plan (1 Copy – 8 ½ x 11 required)**
 - Actual dimensions of property
 - Size and location of building on property showing distance from property lines
 - Driveway location
 - Location of any existing structures on property
 - Porch and deck located on mobile home
- **Proof of Water**
 - Water meter purchase receipt
 - Well Affidavit (provided by Permit Technician at time of permitting)
- **Required Installation Documents**
 - **Mobile Home Installer:** Copy of current State License and current Business License
 - If not the applicant, provide Notarized Authorized Agent Form.
 - **Sub-Contractor Affidavits:** Electrical and Plumbing affidavits must be signed and Notarized. Provide copies of current Business License.
- **Owner/Contractor Documents**
 - **Self-Work Affidavit:** Property owner may obtain permit in their name with the submission of the Self-Work Affidavit. This exemption does not exempt the Licensed Mobile Home Installer requirement. Licensed Mobile Home Installer requirements listed above remain.
- **Mobile Home Placement Letter** to verify zoning and acreage of property (provided by Permitting Technician to be carried to the Tax Assessors office when applying for the mobile home decal).
- **Ad Valorem Tax Receipt** to be provided by Tax Commissioner's Office (to replace a mobile home a tax receipt showing paid taxes on old mobile home is required at time of permit).
- **Environmental Health Approval** – Required if on septic. Obtain at Forsyth County Environmental Health Department (770-781-6909) prior to applying for building permit.

- **Fees** – Building Permit Fee: \$93.75. Impact Fees can be found on the Forsyth County Finance Department website: <https://www.forsythco.com/Departments-Offices/Finance/Impact-Fees>
- **Payment methods:** Cash, check, Visa, or Mastercard. Make checks payable to Forsyth County Georgia.
- **Please attach elevation drawings or photos of the manufactured/mobile home.**

GENERAL INFORMATION

For information concerning mobile home placement requirements in Forsyth County see the Unified Development Code of Forsyth County - Chapter 16

Mobile Home Permits are issued for replacement of older Mobile Homes and/or installation of new Mobile Homes. Mobile Homes are only allowed in certain zonings.

Required Forsyth County Building inspections are as follows:

- Setback/Site Location
- Final Plumbing - Water supply connection.
- Final Electrical - Meter base on structure prior to power company connection.
- Final Building - Tie downs, decks, porches, underpinning, etc.

Required Forsyth County Building inspections can be scheduled online via the CSS Portal or by calling our Inspection Scheduling Team at: (770)781-2114 Option 1

An Architectural Inspection will be required to check exterior wall materials and finishes. Power cannot be connected until Final Building Inspection is completed and Certificate of Occupancy has been issued.

All site plans and permit cards are to remain on site until a Certificate of Occupancy has been obtained

PERMIT DETAILS FORM

PROPERTY ADDRESS INFORMATION

Site Address: _____ City/State/Zip: _____

Subdivision Name and Lot # (if applicable): _____ Lot # _____

CONTRACTOR INFORMATION STATE LICENSE MOBILE HOME INSTALLER INFORMATION (REQUIRED)

Business Name: _____

Email: _____ Phone # _____

PROPERTY OWNER INFORMATION

Last Name: _____ First Name: _____

Address: _____ City/State/Zip: _____

Email: _____ Phone #: _____

PROJECT INFORMATION

Description of work: _____

Utility Company: GA Power Sawnee EMC

Total #: Bedrooms: Bathrooms: Replacement Mobile Home: Yes: No:

Mobile Home name: _____ Width: _____ Length: _____ Total Square Footage _____

Sewer System: Sewer City Private Septic Health Dept. Permit # _____

Water: Well Private County/City Meter # _____

Required Information: Total disturbed acreage associated with this permit and the disturbed acreage for any adjacent permits that will be disturbed at the same time of this permit.

Total acreage: _____ Disturbed acreage: _____

AUTHORIZED SIGNATURES

The undersigned states that the above information is true and correct, understands that the permit issued is only for the construction as stated and that occupancy is not permissible until all inspections and code requirements are met and a Certificate of Occupancy has been issued by Forsyth County.

Applicant's Name: _____

Applicant's Signature: _____

Date

Property Owner's Name: _____

Property Owner's Signature: _____

Date

Architectural Details

- 1) Please describe exterior wall materials and finishes of the manufactured/mobile home. Please describe skirting or underpinning to enclose the perimeter of the undercarriage of the manufactured/mobile home:

Attach elevation drawings or photos of the manufactured/mobile home.

- 2) Will roof of manufactured/mobile home have a minimum pitch of 3:12?

____ YES ____ NO

EXAMPLE:



- 3) Utility meters must be located away from high visibility and usage areas. Please indicate location of utility meters on site plan. _____

- 4) Will the manufactured/mobile home be utilized as an accessory storage structure?

____ YES ____ NO

- 5) Will the transportation mechanisms, including wheels, axles, and hitch, be removed after the manufactured/mobile home is placed onsite?

____ YES ____ NO

Manufactured/Mobile Homes for Health Hardships

Is this manufactured mobile home for a hardship: No Yes – please complete form below:

Complete this form if the manufactured/mobile home is for one of the following [please circle]:

- (1) An affidavit exists from a medical practitioner, found acceptable by the Zoning Board of Appeals, that a health or health related problem of a family member warrants close proximity of that relative for care or monitoring purposes. **Attach copy of ZBA decision letter.**

- (2) Said dwelling on the lot is to be occupied exclusively by an individual who has attained the age of sixty-five (65) years or more. **Date of birth of occupant:** _____

Such manufactured/mobile homes shall only be approved in the two instances described above, if they meet the following standards:

- (A) Approved Septic System. The manufactured/mobile home can be connected to a public sanitary sewer or septic system with capacity available as approved by the health officer.
Owner Initial: _____

- (B) Setbacks. The manufactured/mobile home meets the minimum required setbacks for principal buildings for the district in which it is located.
Owner Initial: _____

Removal of Manufactured/Mobile Home

This manufactured/mobile home shall be temporary, not to exceed one (1) year; provided, however, that the director may renew the temporary use if no complaints have been received by the director. It shall be unlawful for another person to occupy a temporary manufactured/mobile home except as approved under the original hardship or age exception. A manufactured/mobile home placed pursuant to a Hardship Exemption may not be rented to another individual once the condition justifying the hardship condition is alleviated. The director shall order the removal of a manufactured/mobile home in cases where the director finds that no hardship continues to exist, or the unit is no longer occupied by an elderly relative, in which case the owner of real property shall within thirty (30) days remove the manufactured/mobile home from the lot.

So agreed this ___ day of _____, 20__.

Signed: _____
[Owner]

Mobile Home Electrical Permit Affidavit

Site Address: _____

Subdivision and Lot # (if applicable): _____

This is to certify that I am the:

____ State Licensed Electrician

____ State Licensed Mobile Home Installer

____ Homeowner - Self-Work Affidavit (if applicable) can be found on the Forsythco.com website. This form is used when the homeowner is taking responsibility of the electrical work that is being done. It must be Notarized.

Responsible for the electrical connection from the outside disconnect to the inside panel for the mobile home at the above listed address.

This is to certify that I am responsible for the **Electrical** installation and compliance with Georgia State Energy Code for buildings as it applies to this installation. In the event of any change in my status on this application, I understand that I will be held responsible for the job until the Building and Economic Development has been notified in writing of this change.

Company Name

State License #

Licensed Electrical Contractor Signature

Notary Public Signature and Stamp

Date

Do you have a restricted license? Yes ____ No ____

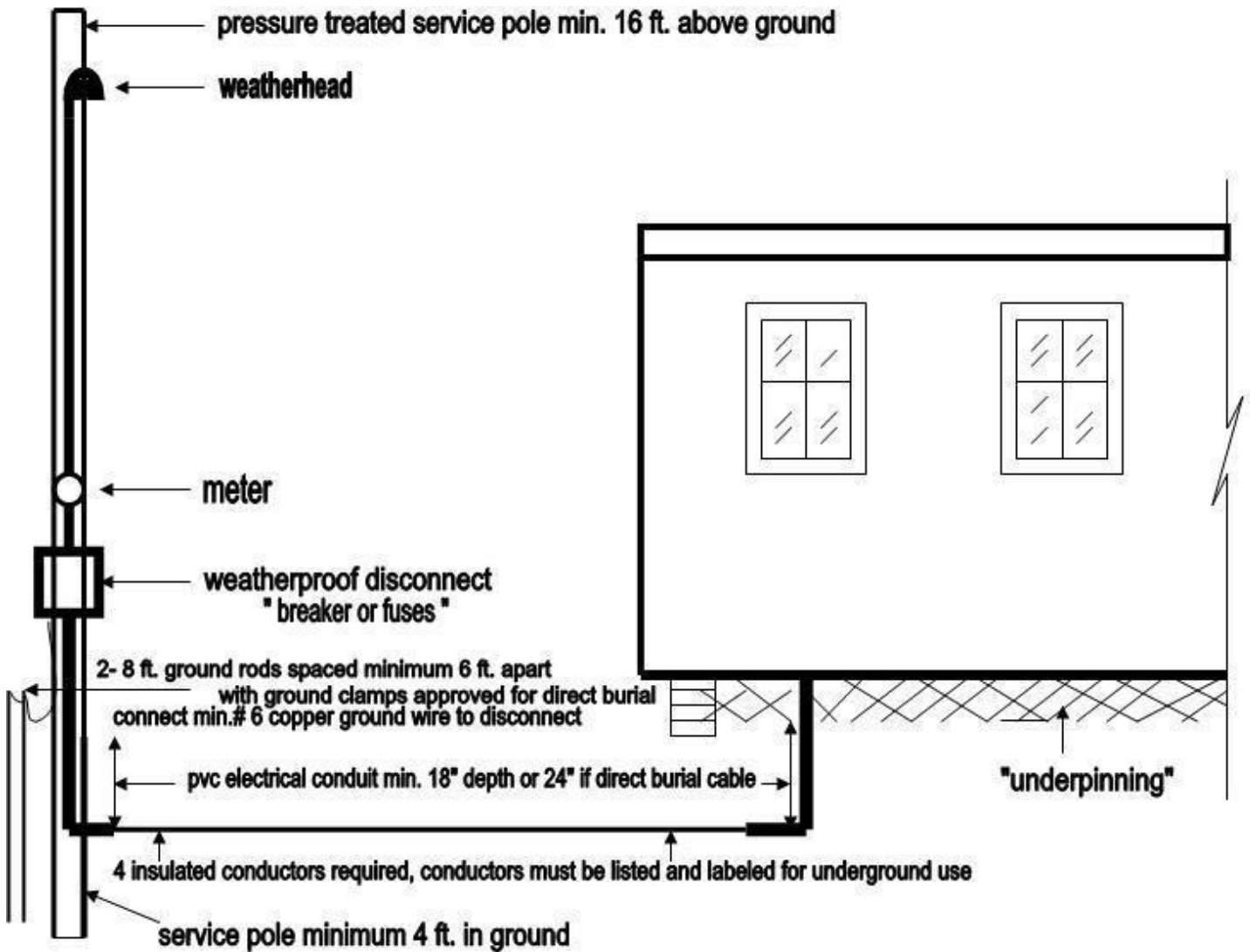
if yes, Is the scope of this work within the license restriction (Residential, Single Phase, maximum 400amps)?

Yes ____ No ____

Licensed Electrical Contractor Signature

Date

Electrical System Diagram



Disconnect size in amps
100
150
200

Size of copper service wire	Size of conduit
#4	1 ¼ "
#1	2"
2/0	2"

Size of aluminum service wire	Size of conduit	Size of ground wire
#2	1 ¼ "	#4
2/0	2"	#4
4/0	2"	#4

Notes:

- Mobile home must be unlocked on the day of inspection.
- If personal belongings are stored in home, someone must be on site to meet the electrical inspector.
- Call inspector between 7:00 a.m. – 7:30 a.m. on the day of inspection to arrange an approximate time to meet on site.
- Pole size requirements 6x6 Treated Square Or Round