



WARE COUNTY PLANNING AND CODES DEPT
305 OAK STREET, SUITE 157, WAYCROSS, GA 31501
Telephone: (912) 490-4379 Fax: (912) 490-2467



Summary Checklist for Mobile Home Permits

Manufactured home shall be installed and set-up in accordance with GA State Fire Marshall's Office Section 120-3-7.

- Step #1 A. All manufactured homes (MH) that are over 2 years old **MUST** be inspected prior to being moved in or within Ware County. Pre-inspection fee in the county \$50.00; outside the county \$50.00/hour, plus \$0.36 per mile round trip.
 B. Pre-owned MH that changes ownership but not location will be inspected on site.
- Step #2 Apply for septic tank permit. Existing tank inspection fee is \$60.00 and you must uncover all 4 corners of tank lid. New tank: \$135.00 and you must flag approximate home site and verify zoning setback distances. Pick up septic tank permit. ***Process can take up to 10 business days***
- Step #3 Licensed installer/mover must fax state license to Ware County @ 912-287-2467 before issuance of any other permits. Installer/mover must put the installation permit from the state in the panel box of the mobile home. The owner of MH must purchase all permits before mobile home is moved. **(\$35.00 each – MH moving, electrical, plumbing, and heating/air.)** All work must be done by licensed contractors if mobile home is going to be rented out or set up to be sold. ***Failure to apply for permits prior to moving MH will result in fees doubling.**
- Step #4 All electrical wiring under home shall be approved for direct burial or in approved conduit set forth by National Electrical Code. All above ground wiring shall be in approved conduit. All wiring includes service entrance, feeders, branch circuits, etc.
- Step #5 At least one two-way clean-out or other approved means shall be installed in the sanitary drain line before power will be connected.
- Step #6 A. All MH shall have a minimum of 3' x 4' level landing at all doors before steps with 36" handrails attached.
 B. House numbers at least 3" high, 4" high is better, visibly in place over front door.
 C. Secure tie downs and stabilizers.
 D. Working smoke detectors.
- Step #7 **If skirting is installed at set-up, then leave a few panels out on all four sides for home inspection purposes.**
 ****Upon completion of all the above steps, the electrical and plumbing inspections can be scheduled through our office at 912-490-4379. The inspector must be able to inspect the inside of the home and underneath the mobile home.**
 ****You cannot add on (porches, roofs, utility rooms, etc.) that attaches to the MH unless a design engineer or architect draws up the plans.**
- Step #8 After power is connected and you get your skirting up, you need to call our office to schedule the mechanical (heating/air) inspection and the skirting inspection.
 ***This shall take place within 30 days of the initial inspection.**
 ***Note: After electrical and plumbing has been approved you can move in.**

By signing below, I acknowledge receipt of Summary Checklist for MH Permits and Inspections.

Applicant's Signature

Date