



**Summary Checklist for Manufactured 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: \$110.00 and you must flag approximate home site and verify zoning setback distances. Pick up septic tank permit. **\*Process takes approximately 3 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 can request in writing, on installation permit, that owner of MH has authority from installer to purchase other permits. **(\$35.00 each – MH moving, electrical, plumbing, and heating/air.)** All work must be done by licensed contractors. **\*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** contractors must call our office at 912-287-4379 to schedule the inspections. The inspector must be able to inspect the inside of the home where the permit card is visibly displayed and sign it.  
                   **\*\*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 you need to call our office to schedule your mechanical (heat/air) inspection. At this time your skirting should be in place.  
                   **\*This shall take place within 30 days of the initial inspection.**  
                   **\*Note: After you receive your certificate of occupancy, you can move into your home.**

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

\_\_\_\_\_  
**Applicant’s Signature**

\_\_\_\_\_  
**Date**