

In order to obtain a permit for construction of a modular home you must have the following:

- 1. Zoning Approval from the Liberty Consolidated Planning Commission.**
- 2. Copy of your septic permit or city sewer tap in receipt.**
- 3. Copy of your well permit or city water tap in receipt.**
- 4. Approval from Road Dept. on your new or existing driveway.**
- 5. A copy of your approved plat.**
- 6. A plot plan with measurements from property lines.**
- 7. Two(2) complete sets of plans, including a footing and wall detail stamped by a Georgia State authorized third party inspection agency. Plans must contain a design criteria block stating wind zone, exposure category, and seismic zone. If there are special conditions such as the home being placed in a coastal or hurricane prone area, the plans must be stamped by a Georgia licensed engineer.**
- 8. Copy of the DCA Data Plate/Sticker stating the wind zone, exposure zone, and seismic zone. The insignia on the actual unit when delivered must match all criteria on the plans and must also be stamped by the third party inspection agency.**
- 9. A copy of the business license & state license for your general contractor, electrician, plumber, & HVAC contractors.**
- 10. A copy of the general contractor and concrete contractors business license.**
- 11. Building application page, contractors page, and affidavit sheet filled out.**

Important Phone Numbers

Liberty County Building & Licensing Department- (912) 876-8454

Liberty Consolidated Planning Commission- (912) 408-2030

Environmental Health Department (for septic & well permit) -(912) 368-5520

Liberty County Road Department- (912) 884-3310

Quick Check: Do you have the following, if not **do not** attempt to turn this application in to our office!!

- Zoning Approval Sheet
- Building Application Sheet Completed
- Contractors page filled out
- Affidavit sheet signed & dated
- Copy of septic tank permit or city sewer receipt
- Copy of well permit or city water tap in receipt or any proof of water
- Copy of driveway culvert letter
- Copy of approved plat
- Copy of plot plan
- 2 Complete sets of plans with a footing and wall detail w/third party inspection stamp & copy of DCA Data Plate/Sticker
- Copy of electricians state and business license
- Copy of plumbers state and business license
- Copy of HVAC state and business license
- Copy of general contractors state and business license
- Copy of concrete contractors business license

Liberty County Building and Licensing Department
Building Application

Owner/Applicant: _____

Property Address: _____

Mailing Address: _____

Telephone #: _____

Contact Name & Telephone #: _____

Contractor: *General: _____

***Electrician:** _____

***Plumbing:** _____

***HVAC:** _____

Class of Work: New **Description of work to be done:** Modular Home

Wind Zone: _____ **Seismic Zone:** _____

Map & Parcel # _____ **Lot #:** _____ **Zoning:** _____ **Flood Zone:** _____

Total Building Height: _____

No. of Stories: _____

No. of Bathrooms: _____

No. of Toilets: _____

Square Feet: Heated: _____

Garage/Storage: _____

Porch/Carport: _____

Overall Width of Structure: _____

Overall Depth of Structure: _____

Heating Type: _____

A/C Type: _____

Ventilation: _____

Roof Type: _____

Engineered Trusses **Stick Building**

Foundation: _____

Interior Walls: _____

Exterior Walls: _____

No. of Fireplaces: _____

Please attach the following:

- Zoning Approval Letter
- Well Permit or City Water Tap in Receipt
- Septic Tank Permit or City Sewer Tap in Receipt
- Approval from Road Dept on Driveway Culvert
- Copy of Plat
- Plot Plan
- 2 Complete Sets of Plans, Including a Footing & Wall Detail w/third party inspection stamp & Copy of DCA Data Plate/Sticker
- Copy of State and Business License for General Contractor, Electrician, Plumber, & HVAC Contractors
- Copy of Concrete Contractors Business License

FOR OFFICE USE ONLY
Director Approval: _____
Date: _____
Inspector Approval: _____
Date: _____

List of Subcontractors to work on this job

General Contractor: _____

Contact #: _____

Electrical Contractor: _____

Contact #: _____

Plumbing Contractor: _____

Contact #: _____

Heating & Air Contractor: _____

Contact #: _____

Framer: _____

Concrete Contractor: _____

Insulation Contractor: _____

The issuance of this permit authorizes improvements of the real property designated herein which improvements may subject such property to mechanic's and materialmen's liens pursuant to Part 3 of Article 8 of Chapter 14 of Title 44 of the Official Code of Georgia Annotated. In order to protect such property and to avoid encumbrances thereon, the owner or any person with an interest in such property should consider contacting an attorney or purchasing a consumer's guide to the lien laws which may be available at building supply home centers.

Date

Signature

You are responsible for approvals from any subdivision Property Owner's Association for covenant requirements prior to actual construction.

Date

Signature

For Houses Being Built In Flood Zone Areas

The regulation to build at or above the required flood elevation has been explained to me. I understand that areas below the required elevation may only be used for the parking of vehicles, building access (staircase or floodproofed elevators) and limited storage for equipment necessary for lawn or building maintenance. I further understand that should I violate any of these regulations I may be required to remove the enclosure, that my insurance carrier may be notified and that further remedy may be sought through the courts.

An elevation certificate is required upon completion of the slab before continuing up with the walls.

Date

Signature

I have been explained and understand the regulations pursuant to the State of Georgia Water Quality Control Act, Title 12 Chapter 5- that **NO CONSTRUCTION** may occur within 25 feet of the marsh, 50 feet on waters designated as "trout streams", as delineated by the Georgia Department of Natural Resources. **These setbacks are considered permanent buffers** and shall remain in its natural and undisturbed state.

Date

Signature

