

# LIBERTY COUNTY BUILDING AND LICENSING DEPARTMENT

100 Main Street Suite 7410

Hinesville, Georgia 31313

(912) 876-8454

(912) 876-9107 FAX

## REQUIREMENTS TO OBTAIN A MOBILE HOME LOCATION PERMIT

The Liberty County mobile home ordinance requires that all manufactured homes to be located within the unincorporated areas of Liberty County conform to certain regulations.

Mobile homes made after July 13, 1994 must be a Zone II.

Do not locate a Mobile Home on your property without having your location permit first or you will be fined a double fee (\$512.00).

You must first obtain Zoning Approval from the Liberty Consolidated Planning Commission.

(912) 408-2030

### Standard procedure for obtaining a mobile home location permit:

1. Septic tank & well permits are required for all mobile homes. Even if there is an existing septic tank you must go through the Environmental Health Department.  
912- 368-5520.

OR

If you are located in an area that is served by City water or Sewer you must bring in a receipts showing payment for tap-in fees.

2. Approval in writing from the Liberty County Road Dept. on driveway culvert.  
912-884-3310
3. Tax Assessor - You will need to take the sales contract (form 500) and a form PT41 to the Tax Assessor office for a printout. 912-876-2823
4. Tax Commissioner - You will need to take the printout from the Tax Assessor's office to the Tax Commissioner's office to get a registration decal.  
912-876-3389
5. **You must provide** a copy of the mobile home installers state and business license.  
**You must provide** a copy of the electricians state and business license.
6. Bring in all of the above paperwork to the Building & Licensing Department to purchase the location permit for \$256.00. At that time we will discuss 911 addressing and what it takes to get permanent power on the home. If you have a plat of your property please bring that in as well.

Please call for assistance if you have any additional questions or need help about a particular situation. 912-876-8454

Quick Check: You must have **ALL** of the following before submitting for a permit.

- |   |  |
|---|--|
| <input type="checkbox"/> Zoning Approval Sheet                    | <input type="checkbox"/> Tax Commissioners Tax Receipt & Decal           |
| <input type="checkbox"/> Septic Tank Permit or City Sewer Receipt | <input type="checkbox"/> Mobile Home Installers State & Business License |
| <input type="checkbox"/> Well Permit or City Water Receipt        | <input type="checkbox"/> Electricians State & Business License           |
| <input type="checkbox"/> Approval on Driveway                     | <input type="checkbox"/> A Copy of your recorded plat                    |
| <input type="checkbox"/> Tax Assessors Mobile Home Info Sheet     | <input type="checkbox"/> POA Approval Letter (if applicable)             |

# Affidavit Form

Driveway Culverts are handled by the Liberty County Road Department. Please call 912-884-3310 to have one installed. \_\_\_\_\_ Initial

Property lines must be marked before any inspections can be made. Please pull strings. \_\_\_\_\_ Initial

All Commercial Establishments must have a bulk refuse waste container. \_\_\_\_\_ Initial

All Contractors and Private Home Builders must have an on-site bulk refuse container for collection and disposal of construction/demolition waste. \_\_\_\_\_ Initial

Burning or Burying of any construction/Demolition material is a violation of State Law. \_\_\_\_\_ Initial

**Please call for inspections. Allow at least 24 hours advance notice.** \_\_\_\_\_ Initial

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 lein laws which may be available at building supply home centers. \_\_\_\_\_ Initial

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

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. \_\_\_\_\_ Initial

I am aware that this project may be in violation of Federal Wetland Regulations and that I am responsible for contacting the Savannah District Office of the U.S. Army Corp of Engineers (USACE) at 912-652-5279 for a delineation of wetlands on my property before beginning this project. \_\_\_\_\_ Initial

## 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 understand that to enclose beneath the required elevation, there are strict requirements pertaining to hydrostatic vents or breakaway walls depending on the flood zone in which the building is located and that there can be no partitioning of rooms. 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. \_\_\_\_\_ Initial

An elevation certificate is required upon completion of the slab/floor before continuing up with the walls. \_\_\_\_\_ Initial

I hereby certify that I have read and examined this permit application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. This permit becomes null and void if work or construction authorized is not commenced within (6) six months or if construction is suspended or abandoned for a period of (1) one year at anytime after work is commenced.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Printed Name: \_\_\_\_\_

