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Only Ga. States Licensed Installers are allowed to set up homes.

Chapter 120-3-7, rules & Regulations of the Office of Commissioner of Insurance Safety Fire Division Effective 01-01-05



### USEFULL NUMBERS

- PERMIT OFFICE....229-259-3506
- CITY ZONING .....229-259-3563
- COUNTY ZONING..229-671-2430
- HEALTH DEPT.....229-245-2314
- TAX ASSESS.....229-671-2540
- TAX COLLECTOR..229-671-2570
- MOBILE HM COORDINATOR  
PRE-BILL.....229-671-2543
- COUNTY PUBLIC WORKS  
CULVERT APPRV..229-671-2700
- COUNTY .....229-671-2424  
ENGINEER
  
- 911 ADDRESS.....229-259-3562

# VALDOSTA / LOWNDES DEVELOPMENT SERVICE

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## PERMIT DIVISION

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### MOBILE HOME INFORMATION BROCHURE

## WHAT NEEDS TO BE PERMITTED?

Anyone placing, or swapping out or replacing a mobile home within the City of Valdosta, Lowndes County, or the City of Hahira will be required to obtain a building permit prior to the placement of the mobile home.

### WHERE DO I START?

1. Obtain a **Zoning Approval Form**, with verified setbacks from the City/County Zoning Office
2. Verify or obtain a **911 address** with the Valdosta/Lowndes Development Services, permit Division located at 300 N. Lee St., City Hall Annex, Rm. 149
3. If you need a **Well and Septic** Tank or have an existing septic system, obtain a new septic permit or an approval form for an existing system from the Health Department, Environmental Services, 206 S. Patterson St.
4. **County Water and Sewer** customers must pay the water/sewer fees and obtain a written receipt at the Lowndes County Government bldg., 327 N. Ashley St.
5. **Register** the mobile home in your name at the location of where it will be placed and purchase you **decal** or obtain an exemption form at the Lowndes County Bldg., located on the 1<sup>st</sup> floor at 300 N. Patterson St. Obtain a **pre-bill** from the Mobile Home Coordinator at this address as well. It's located on the 2<sup>nd</sup> floor.

## YOUR ARE NOW READY TO PURCHASE YOUR MOBILE HOME BUILDING PERMIT

You will need to bring the following forms with you to the Valdosta/Lowndes Development Services, Permit Division in order to obtain your permit:

1. **Zoning Approval Form**
2. **Septic Tank Approval, Installed, and Inspected by Lowndes Co. Health Dept. or Lowndes Co. Water/Sewer Deposit Receipt**
3. **Current year tax registration and decal**
4. **Pre-bill from Mobile Home Coordinator**

### WILL I NEED TO PURCHASE ADDITIONAL PERMITS?

Your mobile home will require a Building, Electrical & Mechanical permit. Electrical and Mechanical permits must be purchased by a State Licensed contractor. If you are the owner and you are going to live in the mobile home, you can purchase your own building, electrical or mechanical permits. You must read and sign a Homeowner's Affidavit from the Valdosta/Lowndes Development Services, Permit Division located at 300 N. Lee St.

## WHAT DO I NEED TO DO NOW?

- Install 6" 911 address numbers on the mobile home in plain sight & mount at the edge of drive or on the mailbox if more than 50' from road.
- Have the well and septic tank and AC/Heat unit and duct system installed and connected to the mobile home.
- Have the Smoke Detectors installed.
- Have the required steps and hand rails with guard rails at each entrance per Code R312, R315, and R316.
- Place you Permit Card in plain sight.
- Have the MH Installers label visible.
- Have your culvert installed.

(If within the city limits call Engineering Dept. If outside the city limits call County Public Works.)

### INSPECTIONS

**DO NOT install skirting until all inspections have been made.**

Once the Mobile Home has been placed and all connections have been made, call the permit office with your permit number (s) for your inspections (229)259-3506.

**The Permit Office cannot give you an inspection time. Your inspection will be made between the hours of 9:00am – 4:00pm on inspection day.**