

WHAT NEEDS TO BE PERMITTED?

Anyone placing, swapping out, or replacing a Mobile home within the City of Valdosta, Lowndes County, City of Lake Park, City of Hahira, or City of Dasher 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 setbacks from City/County Zoning Office
 2. Verify or obtain a **911 Address** with the Permits Office at the City Hall Annex at 300 N. Lee St.
 3. If you need a **Well and Septic Tank** or have an existing system, obtain your permit and approval form from the Health Dept., Environmental Services at 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 your **decal** obtain an exemption form at the Tax Assessor's office at located at 300 N. Patterson St. Obtain a **Pre-Bill** from the Mobile Home Coordinator
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YOU ARE NOW READY TO PURCHASE YOUR BUILDING PERMIT

You will need to bring the following forms with you to the Valdosta/Lowndes Inspection Department, Permit office in order to obtain permits:

1. **Zoning Approval Form**
2. **Septic Tank Approval, Installed, and Inspected by Lowndes County Environmental Services or Lowndes County Water/Sewer Agreement.**
3. **Pre-Bill from Mobile Home Coordinator at the Tax Assessor's Office**

WILL I NEED TO PURCHASE ADDITIONAL PERMITS?

Your mobile home will require a Building, Electrical & Mechanical Permit. You as the homeowner can pull these permits or you can hire a licensed contractor to pull the permits. If you pull your own permits, you must sign an Owner's Affidavit.

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 mailbox if more than 50' from road.
- Have the well and septic tank and A/C Heat unit and duct system installed and connected to mobile home.
- Have the Smoke Detectors installed.
- Have the required steps and handrails with guard rails at each entrance as per the Code.
- Place Permit Card in plain sight.
- Have the MH installer's label visible
- Have culvert installed (if applicable). If in City, Call City Engineering, If County, Call Public Works.

INSPECTIONS

DO NOT install skirting until all inspections have been done.

Once the Mobile Home has been placed and all connections have been made, call the Permit to schedule inspections. You can only schedule inspections for permits you pulled. If a contractor pulled the permit, they must call for their own.

We cannot give you a specific inspection time. Your inspection will be done between 9am-4pm on inspection day.

ONLY GA STATE 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



8AM-4:30PM MON-FRI

www.valdostacity.com

USEFUL NUMBERS

PERMIT OFC..... 229-259-3506

CITY ZONING..... 229-259-3563

HEALTH DEPT..... 229-245-2314

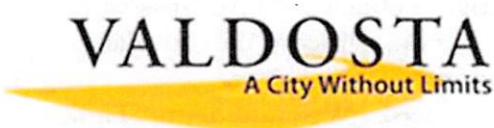
TAX ASSESSOR..... 229-671-2541

MOBILE HOME COORDINATOR
FOR PREBILL..... 229-671-2543

911 ADDRESSING..... 229-259-3506

Valdosta/Hahira/Lake
Park/Dasher

INSPECTIONS DEPARTMENT



Mobile Home
Information
Brochure