

Jasper County Building Permit Application Checklist for Manufactured & Modular Homes

The following documentation is required to secure a building permit.

1. Recorded plat of property (**showing location of structure**). Jasper County Clerk of Courts Office (1st floor).
2. Recorded deed of property. Jasper County Clerk of Superior Courts Office (1st floor).
3. Tax Map and Parcel Number. Jasper County Tax Assessors Office (1st floor).
4. Paid Tax Affidavit (**last page**). Jasper County Tax Comm. Office Must Sign Completed Form (1st Floor).
5. Floor plan of house/building, two sets of Plans (one must be a reduced set 8.5x14 max). **Detailed plans for narrow wall bracing (garages, etc.,) must be included.** Plans must meet the requirements of the Jasper County Zoning Ordinance Article X. Section 101: Building Permit Applications. The plans are to be drawn to scale and be of professional quality.
6. Homeowners Affidavit or Contractors Affidavit
State Codes and amendments: It is especially important for homeowners to have a working knowledge of the current codes. These are available at the following website.
<http://www.dca.state.ga.us/development/constructioncodes/programs/codeAmendments.asp>

In addition to the above requirements, the items below may also be required depending on the project.

- City approval within the city limits and Turtle Cove A&E.
- If you are part of a common development (subdivision) and the final plat was recorded after August 1, 2000 or land falls within 200' of state waters, an Erosion Sediment & Pollution Control (ES&PC) plan must be submitted to Georgia Soil & Water Conservation Commission (GSWCC) for review and approval. An engineer or design professional in the field will need to submit this on your behalf. The address for submittal is 4310 Lexington Road, Athens, GA 30605. The project cannot move forward until the approved plans are received in the building office.
- If you are required to submit an ES&PC plan, then a Notice of Intent (NOI) should be filed with the Georgia Department of Environmental Protection. You may do this on line at <https://epd.georgia.gov/geos>. A copy of the NOI must accompany your application.
- Septic System Permit or Letter- **Jasper County Health Department See David Mercer 706-468-6850.**
- A copy of the General Contractor's state license and Business License is required.
- A copy of the Subcontractor's state license and Business License is required.
- For Manufactured Homes:** Manufactured homes must meet the Class A manufactured home standards and all regulations in the *American National Standard Manufactured Home Installations*, NCSBCS/ANSI A225.1-1994. **A nominal 4x12 roof pitch is required and no single wides are allowed in the county.**
We also require a copy of the sales contract, floor plan and the Dealer's Card (This will be a form that you provide to the Tax Commissioner and Tax Assessors).

PLEASE NOTE: THERE IS A MINIMUM 48 HOUR WAITING PERIOD FOR ALL PERMITS TO ALLOW FOR PLAN REVIEW.

ALL CURBSIDE (TRASH CAN) FEES ARE DUE TO JASPER COUNTY BEFORE A CERTIFICATE OF OCCUPANCY CAN BE ISSUED.

Jasper County is not responsible to make sure that any protective covenants are met. That is solely the owner's responsibility.

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§ 119-2 JASPER COUNTY CODE

Sec. 119-2. Definitions.

Manufactured home, Class A, means a manufactured home bearing a label certifying it is constructed in compliance with the Federal Manufactured Home and Standards Act 42 USC 5401—5445 (the HUD Code, which became effective on June 15, 1976), and satisfying each of the following additional criteria:

- (1) The home has a length not exceeding four times its width: **No single wides are allowed in the county. Double wides are only allowed in AG zoning.**
- (2) The pitch of the home's roof has a minimum vertical rise of four feet for each 12 feet of horizontal run. The home shall have eaves with a minimum projection of 9 inches;
- (3) The entry to the home facing the road shall have a porch, deck, or entry area extending at least six feet out from the home, and having a minimum width of eight feet;
- (4) All other entrances shall have a deck or landing at least four feet by four feet or the size of the opening;
- (5) The exterior siding consists of wood, hardboard, vinyl, or plastic siding material comparable in composition, appearance, and durability to exterior siding commonly used in standard residential construction;
- (6) A continuous footer and foundation wall or skirt, unpierced except for required ventilation and access, and constructed of brick, block, or stone, installed so that it encloses the area located under the home to the ground level. Such wall must meet the standards specific in ANSI A225.1;
- (7) The tongue, axles, transporting lights, and towing apparatus are removed after placement on the lot and before occupancy.
- (8) Pre-fab Home cannot be older than 10 years from date of permit

RULES AND REGULATIONS OF THE OFFICE OF COMMISSIONER OF INSURANCE SAFETY FIRE DIVISION

CHAPTER 120-3-7 RULES AND REGULATIONS FOR MANUFACTURED HOMES120-3-7-.18

Installation Instructions.

(16) Miscellaneous

(b) Auxiliary Structures: All auxiliary structures (such as porches, decks, awning, cabanas, stairs, etc., unless provided and approved by the manufacturer) **shall be entirely self-supporting**, unless designed and approved by a professional engineer or registered architect. All such structures shall be constructed in accordance with the Georgia State Building Codes or local authority having jurisdiction.

Jasper County Required Residential Inspections

Manufactured Home Inspections:

1. **Footing:** All vegetation is to be removed at this time.
2. **Set Up:** Tie Down, Bonding, Plumbing and Electrical inspected under structure before closing in. No portion of the towing hardware is to be placed in the crawl space (tongue, tires, etc.).
3. **Semi-final:** Landing/porch and electrical inspected. Once approved power will be turned on.
4. **Final / CO:** Home must be complete including landscaping. All electrical will be inspected including lights.

ADDENDUMS TO LOCALLY ADOPTED BUILDING CODES

1. Each jobsite must have at least (1) English speaking worker onsite at all times, if not, it will require the inspection to be rescheduled and a re-inspection fee will be assessed. Re-inspection fee must be paid before the inspection can be rescheduled.
2. Permit boxes shall be mounted on a 4 X 4 post and set at the road.
3. Posting of house numbers is required to be done before the final inspection. Please note all new residences in Jasper County are required to post their assigned house number on both sides of their mailbox or on a post of sufficient height to be seen from the roadway with a reflective material and in numbers that are at least four (4) inches in height. Mail boxes should be constructed with a material that will break off if struck by a moving vehicle. No solid brick, masonry or super heavy duty posts or boxes are allowed to be installed in the county right-of-way.
4. If installing a culvert, you agree that the culvert will be constructed with a Georgia Department of Transportation approved material and be at least 18" in diameter and 20' in length. Best Management Practices will be in effect during the entire installation of the culvert.
5. **DO NOT CALL FOR AN INSPECTION UNTIL WORK IS COMPLETE!** If the Building Inspector comes to the building site for a scheduled inspection and it is not ready for inspection, a re-inspection fee will be assessed. Re-inspection fees are required to be paid in the Planning and Zoning office before the inspection will be rescheduled. We will not accept money at the job site.

SIGNATURE ACKNOWLEDGES REQUIREMENTS: _____

Please keep the first three pages of this application for reference of your required inspections and addendums to adopted building codes. Nothing should be covered without first having an inspection.

Permit # _____

Date _____

Is approval needed by: NA City of Monticello Turtle Cove

****Sorry, we do not make appointments, give times, or call ahead. Your inspection request can be morning or afternoon if you wish to be at the inspection****

RESIDENTIAL BUILDING PERMIT APPLICATION

Site Address: _____	City _____	Zip _____
Tax Map/Parcel # _____	Email _____	
Owners Name: _____		
Current Address: _____		
City: _____	State: _____	Zip: _____
Phone: _____	Cell: _____	
Email: _____		

CONTRACTOR'S/ HOMEOWNERS AFFIDAVIT

General Contractor ***Home Owner: Signature** _____

***I CERTIFY THAT I OWN AND WILL RESIDE AT THIS JOB ADDRESS AND AS A HOMEOWNER, I AM ACCEPTING THE SAME RESPONSIBILITY THAT A GENERAL CONTRACTOR HAS FOR HAVING A WORKING KNOWLEDGE OF ALL CONSTRUCTION CODES, STATE AND FEDERAL CODES AND AMENDMENTS, AND ALL LOCAL ORDINANCES. YOU CAN FIND THEM AT THE FOLLOWING WEB SITE:
<http://www.dca.state.ga.us/development/constructioncodes/programs/codeAmendments.asp>**

G.C. Name: _____	State Lic. No _____	Bus Lic: _____
Address _____	City _____	State _____
Bus. No: _____	Cell Phone: _____	

PLUMBING or **NA**

Co. Name: _____	St Lic. _____	Bus Lic. _____
Bus. Phone: _____	Cell Phone: _____	

HVAC or **NA**

Co. Name: _____	St Lic. _____	Bus Lic. _____
Bus. Phone: _____	Cell Phone: _____	

ELECTRICAL or **NA**

Co. Name _____	St. Lic. _____	Bus Lic. _____
Bus. Phone: _____	Cell Phone: _____	

TAX AFFIDAVIT

This is to certify that _____ has no outstanding tax bills, levies, liens or other taxes that are due or overdue and owing to Jasper County, for the following described property.

Physical address _____ a/k/a City _____, Georgia.

Tax Map/Parcel Number _____

Is permit for a manufactured home? YES NO if yes, has a decal been purchased? YES NO

Certified by the Jasper County Tax Commissioner, or designee in the Jasper County Tax Commission Office.

Tax Commissioner Signature

Date:

TOTAL COST OF CONSTRUCTION: \$ _____

TYPE OF WORK New Remodel Addition Other _____

STRUCTURE WILL HAVE Electrical (Pwr. Co.) _____ HVAC Plumbing

BUILDING DIMENSIONS: _____ **HEATED SQ FOOTAGE:** _____

TOTAL SQ FOOTAGE: _____ **UNHEATED SQ FOOTAGE:** _____

I HEREBY STATE THAT ALL INFORMATION ON THIS FORM AND ON ACCOMPANYING DOCUMENT GIVEN BY ME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I AGREE TO ABIDE BY ANY AND ALL STATE AND COUNTY LAWS, CODES AND ORDINANCES REGULATING THE ABOVE MENTIONED CONSTRUCTION, INCLUDING EROSION AND SEDIMENT CONTROL ON THIS CONSTRUCTION SITE. I UNDERSTAND THAT ONLY THE CONSTRUCTION DECLARED ON THIS PERMIT IS PERMITTED. NO ON-SITE BURIAL OF TREES, STUMPS, OR CONSTRUCTION DEBRIS ALLOWED. I UNDERSTAND THAT ANY/ALL CONSTRUCTION DEBRIS MUST BE DISPOSED OF AT THE JASPER COUNTY LANDFILL. I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE REQUIRED INSPECTIONS AND ADDENDUMS.

SIGNED: _____ **Date:** _____

Office Use Only

ZONING: Approved Denied Date _____ Signature _____

Zoning type: _____ **Setback requirements met:** Yes No

Address: _____

Comments: _____

Plan Review: Approved Denied Date _____ Signature _____