

# MANUFACTURED/MOBILE HOME SUBMITTAL GUIDE



## Fayette County Department of Building Safety

140 Stonewall Avenue West, Suite 201  
Fayetteville, GA 30214  
Phone: 770-305-5403 Fax: 770-305-5212

### CALL BEFORE YOU DIG

Department of Transportation

Fayette County Clerk of Superior Court

Water System

Environmental Health (Septic Tanks/Fields) – Suite 200

Fayette County Department of Building Safety – Suite 201

Fayette County Environmental Management Dept. – Suite 203

Fayette County Planning & Zoning Department – Suite 202A

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706-646-6566

770-716-4290

770-461-1146

770-305-5415

770-305-5403

770-305-5410

770-305-5419

Any questions you may have about the Plan Review Process should be directed to:  
770-305-5273

# **MANUFACTURED HOME**

**\*Installer must apply for the permit online\***

## **SUBMITTAL CHECKLIST**

- \_\_\_\_\_ Application is online using DBS online permitting software Sages.Gov  
<https://www.sagesgov.com/fayettecounty-ga>
- \_\_\_\_\_ **Section 12** of the application must be provided. Exception DCA number.
- \_\_\_\_\_ Provide a copy of the Installer's Registration or License Certificate.
- \_\_\_\_\_ Affidavits for Electric, Mechanical, Fuel Gas, and Plumbing as applicable
  1. Legible Copy of the Subcontractors state-issued contractor's license
  2. Legible Copy of Subcontractors business license
  3. Legible Copy of Subcontractors driver's license

\*\*Only exception to electrical is if coupling the electrical connection from the service entrance panel outside the Manufactured Housing is existing.
- \_\_\_\_\_ Installers Business License
- \_\_\_\_\_ **Copy of the Manufactured Home Installation Manual.**
- \_\_\_\_\_ Deck plans (if a deck is included on the permit) – must include framing and footing details.
- \_\_\_\_\_ Some lots in Mobile Home Parks may require Engineered Design if in Floodplain.
- \_\_\_\_\_ **Signed Environmental Health Approval is required if the home is on a stand-alone septic system.**

## **GENERAL REQUIREMENTS FOR Construction Plans**

- One (1) complete set of plans and supporting construction documents are required.
- Must be in permanent ink.
- All pages of the plans shall be on the same size paper. The minimum size of plans allowable is 11" x 17". Plans shall be firmly bound on one edge. Plans must be legible and clear for electronic imaging. **All plans and details must be drawn to scale and include the deck details: footing, size, steps, and all other information required.**
- All construction documents must show in detail that the proposed work will be in accordance with the construction codes.

## **FEE SCHEDULE**

\$400.00 or \$0.42 X total square footage, whichever is greater, Plus a Plan Review fee of \$100.00 for Manufactured homes and \$500.00 for Industrial buildings.

