



Mobile Home Packet

City of Oak Park, Georgia, Emanuel County



Mobile Home Permit Application

City of Oak Park, Georgia, Emanuel County

Applications that are not filled correctly may delay the permitting process.

Owner & Site Information

Name:	
Cell Number:	
Email:	
Tax Map & Parcel ID	
Project Physical Address	
Previous Owner Name:	
Previous Location of Mobile Home:	

Applicant Contact Information *(if different than owner)*

Business Name:	
Primary Contact:	
Phone:	
Email:	

Mobile Home Information:

Year Model:	Manufacturer:		
Single <input type="checkbox"/>	Double <input type="checkbox"/>	Triple <input type="checkbox"/>	
Length:	Width:	Serial Number:	
Purchase Price:	Year Purchased:		
Remodeled	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Exterior Siding:	Color:	Roof Covering:	
Type of Underpinning:	Type of Heat & Air:		
# of Bedrooms:	# of Bathrooms:		
Front Deck Size:	Back Deck Size:		
Are you trading in a mobile home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, explain below
Explanation:			

Contractor/Subcontractor Information

List any contractor information for trade work not performed by the owner

CONTRACTOR

Name:	
Phone:	
GA License Number:	
Signature:	

ELECTRICIAN

Name:	
Phone:	
GA License Number:	
Signature:	

PLUMBER

Name:	
Phone:	
GA License Number:	
Signature:	

MECHANICAL

Name:	
Phone:	
GA License Number:	
Signature:	

MECHANICAL

Name:	
Phone:	
GA License Number:	
Signature:	

ENGINEER/DESIGN PROFESSIONAL

Name:	
Phone:	
GA License Number:	
Signature:	

Other Requirements:

1. Copy of Plan
2. Recorded Plat
3. Septic Permit
4. Copy of Current Tax Receipt



Installer Affidavit

City of Oak Park, Georgia, Emanuel County

Affidavits must be an original, notarized document signed by the licensed installer.
This affidavit is to be submitted when applying for a mobile home permit.

Owner:	
Job Site Address:	
Make/Model:	
Serial Number:	

This affidavit certifies that installation of the manufactured home referenced above will be installed in accordance with Georgia's model manufactured home installation guidelines, including all required activities as outlined in part 3285 of the code of federal regulations.

The submittal of this affidavit is verification the undersigned is licensed manufactured home installer in the state of Georgia. In the event of any change in status or involvement with this permit, the undersigned is considered responsible until the City of Oak Park, and the Emanuel County Building Inspection & Code Enforcement Department have been notified in writing of any change in job responsibilities. Undersigned is also responsible for notifying the City of Oak Park and the Emanuel County Building Inspection & Code Enforcement if or when any sanctions are imposed by the state's industry licensing board affecting the installer's license.

Installer:					
Company Name:					
Company Address:					
Phone Number:					
GA License Number:		County:		Exp. Date:	
Name of Card Holder (print):					
Signature:					

Notary Use Only:

Sworn to and subscribed before me this _____ day of _____, 20_____.

(Notary public signature)

(SEAL)

Commission Expires: _____



Pre-Owned Manufactured Home Minimum Standards

City of Oak Park, Georgia, Emanuel County

1. **Exterior:** All components of the exterior, including siding, windows and exterior doors of the pre-owned manufactured home shall be aesthetically uniform in appearance and free of any condition that may hinder operation as originally intended or might admit moisture.
2. **Roof:** The roof of the pre-owned manufactured home shall be in sound condition with no obvious defects.
3. **Interior:** The flooring, interior wall and ceiling shall be in sound condition and appearance.
4. **Egress Windows:** Each bedroom of a pre-owned manufactured home shall have at least one operable escape window.
5. **Ventilation:** Bathrooms and kitchens without a window must have an operable ventilation device.
6. **Smoke Detectors:** Each pre-owned manufactured home shall contain one operable battery-powered smoke detector in each bedroom and in the kitchen area. The smoke detectors must be installed in accordance with the manufacturer's recommendations.
7. **Sanitary Facilities:** Each pre-owned manufactured home shall contain a kitchen sink. Each bathroom in the pre-owned manufactured home shall contain a lavatory and water closet; at least one bathroom shall contain a tub and/or shower facilities. Each of these fixtures should be checked when properly connected to ensure they are in good working condition.
8. **Electrical:** The distribution panels of each pre-owned manufactured home shall be in compliance with the approved listing, complete with required breakers, with all unused openings covered with solid covers approved and listed for that purpose. Connections shall be checked for tightness. The electrical panels shall be accessible. All electrical switches, receptacles and fixtures shall be properly and securely installed.
9. **Hot Water Supply:** Each pre-owned manufactured home shall contain a water heater in safe and working condition.
10. **Skirting:** Installation of skirting shall be required. Installation shall be in accordance with the building inspector. Acceptable materials may include masonry, stone, metal, or other materials manufactured for the purpose of skirting.



Manufactured Home Letter of Condition

City of Oak Park, Georgia, Emanuel County

I, _____, will ensure that the manufactured home listed below will be brought into compliance with the City of Oak Park and Emanuel County's Pre-Owned Manufactured Home Minimum Standards. I will also ensure that the home will be installed in accordance with the minimum requirements set forth in the Georgia Model Manufactured Home Installation Guidelines" or the manufacture's installation manual (for new homes only).

I understand that the home must be installed by a Georgia licensed manufactured home installer. Any electrical, mechanical, and plumbing work not performed by the homeowner must be done by a Georgia licensed individual in the respective field. All well and septic work must be performed by a Georgia certified installer.

I understand that the power to the manufactured home may not be released until the home is habitable, (including repairs to exterior envelope, electrical deficiencies, water damage, rot, insect damage or infestations, mold infestation, and any other issues brought forth by the Emanuel County Building Inspection & Code Enforcement Department.)

I understand that I am ultimately responsible for the aesthetic appearance of the home and that the "Certificate of Occupancy" will not be issued until all deficiencies structural, and aesthetic are corrected to the satisfaction of the department.

Manufacturer Make/Model:	
Serial Number(s):	
Applicant Signature:	
Date:	

Witness:

Name:	
Signature:	
Date:	



Letter of Responsibility

City of Oak Park, Georgia, Emanuel County

I, _____, understand that I am responsible for my home to be brought into compliance with all ordinances from the City of Oak Park Code of Ordinances. I understand that power will not be released until all requirements have been met.

Signature: _____

Date: _____



Letter of Permission

City of Oak Park, Georgia, Emanuel County

The signing of this statement certifies that I, _____, property owner of Tax Parcel Number (PIN) _____ give permission to _____ to erect or lease a manufactured home on this parcel of land at the following address:

Property Owner

Date: _____

Notary Use Only:

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Signature

(SEAL)

My commission expires: _____



Manufactured Home Permit List

City of Oak Park, Georgia, Emanuel County

The items below are needed to obtain a building permit:

- ☐ Pictures or inspection of pre-owned manufactured home
- ☐ Letter of Condition
- ☐ Letter of Responsibility
- ☐ Letter of Permission
- ☐ Copy of Plat
- ☐ Copy of Bill of Sale/Title (or) PT 41 Form
- ☐ Current Year Tax Receipt, Decal and Registration
- ☐ Septic Tank Permit or Letter Number
- ☐ Building Permit

****Please note: Only cash or check will be accepted for building permit fees.**



Mobile Home Inspection Check List

City of Oak Park, Georgia, Emanuel County

Items 1-5 must be checked before underpinning is installed.

- ☐ 1. Home is setup in accordance with Georgia Manufactured home installation guidelines
- ☐ 2. Permanent power service is connected to home and in electrical conduit when not buried. Home must be open to inspect inside the panel box.
- ☐ 3. Exposed water pipe is insulated and connected to home.
- ☐ 4. Septic system installed and connected to home with cleanout plug in place
- ☐ 5. Central heating and air unit installed and hooked up to home.
- ☐ 6. Underpinning installed
- ☐ 7. 4x6 landings installed
- ☐ 8. 911 address posted at driveway entrance (numbers must be on both sides of post/mailbox)
- ☐ 9. Certificate of Occupancy is issued if all requirements are met