Pickens County
Building Code
Guidelines for Mobile Homes
NOTICE:

These guidelines are intended to provide general guidance to installers and permit holders. It is not a substitute for the State of Georgia building codes and Pickens County ordinances. In the event of a conflict, the State codes and County ordinances will supersede the enclosed information.

Please refer to the Georgia Department of Community Affairs website www.dca.ga.gov for the state minimum standard codes.

You may access the County Ordinances on the Pickens County website www.pickenscountyga.gov

All Construction job sites that are involved with “land disturbing activity” must have a Georgia State certified personnel in NPDES effective 12/31/2006

Georgia State Law requires that the permit “on-site” card must always be clearly visible on the job site during construction. If there is no site card on the jobsite, the inspector will not perform your scheduled inspection. This card should be kept in good condition and protected from the elements. If the on-site card becomes lost or damaged, it is the permit holder or contractor’s responsibility to contact our office immediately for a replacement card.

You can purchase an inspection box at your local hardware/home improvement stores. Please do not place your inspection box higher than 6’ off the ground. The inspector will leave his inspection cards in this box (pass or fail).
Please visit the following Departments/Offices PRIOR to applying for a building permit:

1. **Environmental Health Department (Hall D)**
   - Level III soil evaluation must be performed before obtaining a septic permit application. You can contact Environmental Health at 706-253-0900 for a list of soil classifiers.
   - Septic tank permit/authorization form. A copy of this form is required before a building permit will be issued.

2. **Mobile/manufactured home sales center.**
   - If you purchase a pre-owned mobile/manufactured home, you need to obtain a Pre-Move permit from Planning and Development. The inspector must approve all pre-owned mobile/manufactured homes before a building permit can be issued.

3. **Tax Assessors Office (Hall B)**
   - You will need to register your mobile home/manufactured home with the County and obtain an N.O.D. form. A copy of this form is required before a building permit will be issued.

4. **Tax Commissioner’s Office (Hall A)**
   - You will obtain your mobile/manufactured home decal from this department. A copy of this decal is required before a building permit will be issued.

5. **Access Encroachment (Hall D)**
   - If your driveway will be accessing a county road, an access encroachment permit must be obtained to connect the driveway to the county road and must be approved by Planning and Development. Failure to obtain the permit prior to obtaining a building permit will result in double permit fees and no inspections will take place until the access encroachment is approved.
   - If your driveway will be accessing a State Highway, you will need to contact the Georgia Department of Transportation (404) 631-1990 to obtain an access encroachment permit from them.
Mobile Home Inspection Information

Failure to schedule building inspections with the Planning & Development office can result in fines and/or top work orders on your permit. The Certificate of Occupancy will not be issued if there are any fees owed or if all required paperwork is not on file.

Inspections will be done according to the Manufactured Installation Instructional Manual and Appendix A: State of Georgia Rules and Regulations for Manufactured Homes. Appendix E: Manufactured Housing used as dwellings in International Residential Code.

Section AE305 – Inspections

AE305.1 - General

All construction or work for which a manufactured home installation permit is required shall be subject to inspection by the building official, and certain types of construction shall have continuous inspection by special inspectors as specified in Section AE306. A survey of the lot may be required by the building official to verify that the structure is located in accordance with the approved plans.

It shall be the duty of the permit applicant to cause the work to be accessible and exposed for inspection purposes. Neither the building official nor this jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

AE305.2 - Inspection Requests

It shall be the duty of the person doing the work authorized by a manufactured home installation permit to notify the building official that such work is ready for inspection. The building official may require that every request for inspection be filed at least one working day before such inspection is desired. Such request may be in writing or by telephone at the option of the building official.

It shall be the duty of the person requesting any inspections required, either by these provisions or other applicable codes, to provide access to and means for proper inspection of such work.
Check Off List for Pre-Owned Manufactured Homes
Prior to Moving

Minimum Health and Safety Standards. All pre-owned manufactured homes shall comply with the following before being issued a certificate of occupancy by the building inspector:

☐ **HUD Code.** Every pre-owned manufactured home located in the jurisdiction shall be in compliance with the Federal Manufactured Housing Construction and Safety Standards Act, 42 U.S.C. 5401-5445 (the HUD Code) and shall not have been altered in such a way that the home no longer meets the HUD Code.

☐ **Interior Condition.** Every floor, interior wall, and ceiling of a pre-owned manufactured home shall be in sound condition. Doors and windows shall be operable, watertight and in good working condition. The floor system shall be in sound condition and free of warping, holes, water damage, or deterioration.

☐ **Exterior Condition.** The exterior of all pre-owned manufactured homes shall be free of loose or rotting boards or timbers and any other conditions that might admit rain or moisture to the interior portions of the walls or to occupied spaces. The exterior siding shall be free of rot and rust. Roofs shall be structurally sound and have no obvious defects that might admit rain or cause moisture to collect on the interior portion of the home.

☐ **Sanitary Facilities.** Every plumbing fixture, water, and waste pipe of a pre-owned manufactured home shall be in a sanitary working condition when properly connected and shall be free from leaks and obstructions. Each home shall contain a kitchen sink. Each bathroom shall contain a lavatory and water closet. At least one bathroom shall contain a tub and/or shower facilities. Each of these fixtures shall be checked upon being connected to ensure they are in good working condition.

☐ **Heating Systems.** Heating shall be safe and in working condition. Un-vented heaters shall be prohibited.

☐ **Electrical Systems** (switches, receptacles, fixtures, etc.) shall be properly installed and wired and shall be in working condition. Distribution panels 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. The home shall be subject to an electrical continuity test to assure that all metallic parts are properly bonded.

☐ **Hot Water Supply.** Each home shall contain a water heater in safe and working condition.

☐ **Egress Windows.** Each bedroom of a manufactured home shall have at least one operable window of sufficient size to allow egress if necessary.

☐ **Ventilation.** The kitchen in the home shall have at least one operating window or other ventilation device.

☐ **Smoke Detectors.** Each pre-owned manufactured home shall contain one operable battery-powered smoke detector in each bedroom and in the kitchen, which must be installed in accordance with the manufacturer’s recommendations.
Required Inspections for Mobile Homes (New and Pre-Owned)

1. Site Inspection
   - A properly prepared site is required before beginning the installation of the home’s foundation and anchoring system.
   - The lot or site on which the home will be placed must be undisturbed soil or compacted fill. If the site is on filled soil, it must be compacted at least 90% of its maximum relative density.
   - The soil may be tested using a pocket penetrometer or other accepted testing procedures.
   - The area beneath the home must be well drained to ensure the long-term structural integrity of the home. The site should be crowned and graded to slope 2% in 10’ to prevent moisture from accumulating under the home. If unable to provide proper slope an approved drainage system is permitted.

2. Rough
   - The home should be installed on site, properly piered and tiedowns installed per the manufacturer’s installation instruction manual.
   - Marriage line must be properly sealed and moisture barrier installed.
   - Skirting should not be installed until rough inspection has passed.
   - All plumbing, electrical, heating and air should be completed and installed per the manufacturer’s installation instruction manual. Permanent power will not be released until the electrical affidavit is on file and final approval from Environmental Health has been filed with the Planning and Development office. Permanent power is required before the final inspection can be scheduled.

3. Final
   - The final inspection will be done when home installation is complete including all building service equipment, decks, porches, steps, etc. Skirting and permanent perimeter enclosures shall be installed of material suitable for exterior exposure and contact with the ground. Permanent perimeter enclosures shall be constructed of materials as required by this code for regular foundation construction.
   - Skirting shall be installed in accordance with the skirting manufacturer’s installation instructions. Skirting shall be adequately secured to assure stability, to minimize vibration and susceptibility to wind damage, and to compensate for possible frost heave.
   - Where retaining walls are used as a permanent perimeter enclosure, they shall resist the lateral displacements of soils or other materials and shall conform to this code as specified for foundation walls. Retaining walls and foundation walls shall be constructed of approved materials or combination of materials as for foundations as specified in this code. Siding materials shall extend below the top of the exterior of the retaining or foundation wall or the joint between siding and enclosure wall shall be flashed in accordance with this code.
   - Utility service shall not be provided to any building service equipment which is regulated by these provisions or other applicable closed and for which a manufactured home installation permit is required by these provisions until approved by the building official.