

EARLY COUNTY CODE ENFORCEMENT

204 Court Square Blakely, Georgia 39823

Phone (229) 723-5163 FAX (229) 723-8684 ecce@earlycounty.org

Phillip Law, Code Enforcement Officer

1

AN APPOINTMENT IS RECOMMENDED FOR ALL BUSINESS

OFFICE HOURS are MONDAY – THURSDAY 8:00 AM to 10:00 AM* and 3:00 PM to 4:30 PM* and FRIDAY 8:00 AM to 10:00 AM* - NO PERMITS ISSUED ON FRIDAYS

*(It may be possible to meet between these hours, provided an appointment is made at least one day in advance.)

A pre-application consultation is recommended to assure that the applicant's property will comply with the activity authorized by the permit. Application fees are not accepted at this meeting.

NO PERMIT APPLICATIONS OR FEES WILL BE ACCEPTED UNLESS ACCOMPANIED BY ALL THE DOCUMENTATION REQUIRED FOR THE PERMIT.

GENERAL REQUIREMENTS for BUILDING / CONSTRUCTION PERMITS:

ADDRESSING:

No permit will be issued for property without a proper E-911 address marker in place.

An address and sign may be obtained at the SWGA Regional E-911 Center (229) 723-2200. The 911 center must be informed of any building or MFG home being built, brought in, or exchanged. They will provide written confirmation of the address, whether it be new or unchanged.

PROPERTY SIZE REQUIREMENTS:

The lot for the home must be a minimum of 1.5 acres. It must also provide 150 feet of roadside frontage, allow at least 15 feet clearance for the home from adjoining property lines, allow at least 30 feet clearance from the property line at the roadway, and have a minimum lot width of 100 feet at the building line (where the home sits).

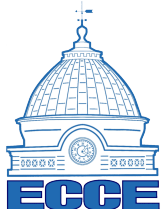
Exceptions are:

- Property established prior to the ordinance (1997) with a living unit is permitted regardless of size.
- Property established prior to the ordinance (1997) without a living unit must have a minimum of one (1) acre.
- Lots with less than 150 Ft. of roadside frontage are Flag Lots. These lots, which are accessed by the required 30' perpetual easement (Flag Lots) must be a minimum of 2 acres. Two lots are permitted per easement, per Early County Subdivision Regulations)
- Lots connected to a municipal water &/or sewage require less acreage than above (contact CE)

PROOF OF PROPERTY OWNERSHIP REQUIREMENTS:

1. If the permit applicant is the property owner, application must include a copy of the deed & plat.
2. If the applicant is not the property owner, application must include a copy of the deed & plat. A copy of the lease, or a permission statement from the owner is required as well.
3. A release from the Tax Commissioner is also required to prove that no unpaid taxes exist.

**PLEASE REFER THE THE ATTACHED PAGES FOR
ADDITONAL REQUIREMENTS FOR THE SPECIFIC TYPE OF
PERMIT THAT YOU ARE APPLYING FOR:**



EARLY COUNTY CODE ENFORCEMENT

PERMIT APPLICATION & INSPECTION FEES

2

AN APPOINTMENT IS RECOMMENDED FOR ALL BUSINESS

ALL PERMIT FEES INCLUDE ONE (1) INSPECTION. ADDITIONAL FEE(S) CHARGED FOR RE-INSPECTIONS.

ELECTRIC PERMIT APPLICATION

ELECTRIC FOR RESIDENCE or RESIDENTIAL ACCESSORY BUILDING	\$75
ELECTRIC FOR COMMERCIAL or AGRICULTURAL USE	\$100
RE-INSPECTION FEE (FOR ANY FAILED INITIAL ELECTRICAL INSPECTION)	\$50

BUILDING PERMIT APPLICATION

ACCESSORY BUILDING or ADDITION: NO SEPTIC (ON SAME PARCEL AS A DWELLING)	\$75
RESIDENTIAL BUILDING or ADDITION: WITH SEPTIC (DWELLING OR OTHER BUILDING)	\$100
COMMERCIAL or AGRICULTURAL BUILDING or ADDITION (NO DWELLING ON PARCEL)	\$150

SOLAR PERMIT APPLICATION

RESIDENTIAL OR AGRICULTURAL ARRAY (MULTIPLE PANELS)	\$75
COMMERCIAL SOLAR FARM (POWER FOR SALE)	\$500

MANUFACTURED HOME PERMIT APPLICATION

NEW MANUFACTURED HOME	\$100
USED MANUFACTURED HOME*	\$200
* USED HOMES: REFUNDABLE GUARANTEE OF CONDITION DEPOSIT	\$500
<i>Refundable Guarantee of Condition Bond (or cash) required for all used homes permitted from outside Early County. This deposit is forfeited if home does not meet all requirements within 90 days of permit.</i>	
RE-INSPECTION FEE (FOR ANY FAILED INITIAL INSPECTION)	\$100

TRAVEL TRAILER PERMIT APPLICATION

ANY TRAVEL TRAILER OCCUPIED 90 DAYS OR MORE (ANNUALLY)	\$50
--	------

SUBDIVISION / PROPERTY SPLIT PERMIT APPLICATION

SINGLE-LOT-SPLIT (ONE LOT INTO TWO)	\$100
DIVISION INTO THREE OR MORE LOTS (FEE IS PER LOT)	\$100

COMMERCIAL JUNK YARD or SALVAGE YARD PERMIT APPLICATION

MUST ALSO REGISTER WITH SHERIFF AS SECONDARY METALS RECYCLER	\$750
--	-------

COMMUNICATIONS TOWER PERMIT APPLICATION

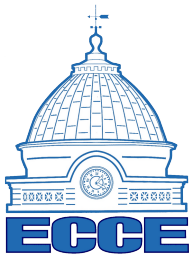
EQUIPMENT UPGRADE, MODIFICATION, CO-LOCATION or GROUND WORK	\$50
ESCROW FOR TECHNICAL CONSULTATION	\$450
NEW TOWER CONSTRUCTION or HEIGHT INCREASE OF EXISTING TOWER	\$500
ESCROW FOR TECHNICAL CONSULTATION	\$6,500

DEMOLITION (STRUCTURE) or MOVE-OFF (MFG HOME) PERMIT APPLICATION

FEE IS SAME AS BUILDING OR MFG HOME PERMIT FOR THE SPECIFIC TYPE OF STRUCTURE OR HOME. **PERMIT FEE WAIVED IF PERMIT OBTAINED PRIOR TO DEMOLITION OR MOVING.**

**ALL FEES ARE DOUBLED IF WORK STARTED PRIOR TO OBTAINING A PERMIT
(APPLICANT/VIOLATOR IS ALSO SUBJECT TO PROSECUTION FOR NO PERMIT)**

ALL CHECKS PAYABLE TO EARLY COUNTY CODE ENFORCEMENT



EARLY COUNTY CODE ENFORCEMENT

3

204 Court Square Blakely, Georgia 39823

Phone (229) 723-5163 FAX (229) 723-8684 ecce@earlycounty.org

Phillip Law, Code Enforcement Officer

Manufactured Home Permit Application Checklist

1. ☐ Property is free of CODE VIOLATIONS (Junk cars, rubbish, etc.). Taxes paid?
2. ☐ Home must be manufactured July 1976 or later (H.U.D. Approved), **AND**
Pass a local safety, structural and aesthetic inspection (details in this packet).
3. ☐ Used Homes Only: Photos attached to permit application or emailed. See the
“Guarantee of Condition” section of this packet for photo requirements.
4. ☐ Provide proof of well and septic system permit or evaluation.
Early County Health Department (229) 207-0049
5. ☐ Obtain 911 address **AND** sign. **(No permit will be issued without a properly
displayed E-911 address sign and written confirmation from E-911)**
SWGA Regional E-911 Center (229) 723-2200
6. ☐ Obtain copy of Warranty Deed – ***Clerk of Court’s office (229) 723-3033***
7. ☐ Obtain copy of Recorded Plat – ***Clerk of Court’s office (229) 723-3033***
Building setbacks from property lines: Front 30’, Back, Right & Left 15’
8. ☐ If home owner is not landowner, provide lease or letter of permission from owner. A
Letter of Administration (or other documentation) is required if property in an estate.
9. ☐ Provide a copy of the Bill of Sale, listing the home’s Length, Width, Serial
Number(s) and HUD Plate Number.
10. ☐ Register manufactured home (Title) in Early County. Current tax decal displayed?
Tax Commissioner’s Office (229) 723-4024
11. ☐ Provide a copy of the homes Title(s). Double-wides will have 2 titles, one for each
half. For New Homes: If title is not in-hand, provide a copy of the Manufacturer’s
Certificate Statement of Origin. A letter from the Dealer or Mortgage Company
stating the title will be applied for within 30 days of delivery will expedite permitting.
12. ☐ Provide a copy of the license of the Georgia Licensed Installer. This is the person
who is licensed in Georgia to deliver and setup the MFG Home.
13. ☐ Signed verification form from Georgia Licensed Installer. Form provided by CE.
14. ☐ Pay application fee: Please bring ALL above required items at time of application.
Payment will not be accepted for incomplete applications, which will be rejected.
No documentation accepted ahead of payment. Used homes require a refundable
\$500 cash guarantee of condition deposit (see “Guarantee of Condition” section).

Fees doubled if work begins prior to issuance of permit & possible prosecution in court.

AN APPOINTMENT IS RECOMMENDED FOR ALL BUSINESS

APPLICANT'S NOTES



APPLICANT'S NOTES



EARLY COUNTY CODE ENFORCEMENT

5

Requirements for Manufactured Homes

Permanent connection to utilities shall not be approved until the building inspector has issued a Certificate of Occupancy. No homeowner shall move into a home until a Certificate of Occupancy has been issued.

A permit is required prior to the placement of any manufactured home in Early County. This includes homes already located in Early County that are moving to a new location within the county. A permit is also required for any home being moved out of the county, although there are less requirements.

ELIGIBILITY REQUIREMENTS FOR MFG HOMES PERMITTED IN EARLY COUNTY

The home must have a HUD seal affixed as per the National Manufactured Housing Construction & Safety Act, 42USC Section 5401, AND pass a local safety and aesthetic inspection (See 1-14 below), to be eligible to obtain a permit for placement in Early County. HUD defines a manufactured home as: a *“structure constructed on or after June 15, 1976, according to the rules of the United States Department of Housing and Urban Development, built on a permanent chassis, designed for use as a dwelling with or without a permanent foundation when the structure is connected to the required utilities, transportable in one or more sections, and in the traveling mode, at least eight body feet in width or at least 40 body feet in length or, when erected on site, at least 320 square feet”*.

MINIMUM HEALTH AND SAFETY REQUIREMENTS FOR MANUFACTURED HOMES

- (1) HUD Code:** Every manufactured home located in this jurisdiction shall be in compliance with the HUD Code. The home shall not have been altered in such a way that it no longer meets the HUD Code. A HUD label will be attached to the home as evidence of HUD approval.
- (2) Interior Condition:** Every floor, interior wall, and ceiling of a 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.
- (3) Exterior Condition:** The exterior of all 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.
- (4) Sanitary Facilities:** Every plumbing fixture, water, and waste pipe of a 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 a 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.
- (5) Heating Systems:** Heating shall be safe and in working condition. Un-vented heaters shall be prohibited.
- (6) Electrical Systems:** 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 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.
- (7) Hot Water Supply:** Each home shall contain a water heater in safe and working condition.
- (8) Egress Windows:** Each bedroom of a manufactured home shall have at least one operable window of sufficient size to allow egress if necessary.
- (9) Ventilation:** The kitchen the home shall have at least one operating window or exhaust fan. All homes manufactured in 1994 and later shall have a working kitchen exhaust fan and bathroom(s) exhaust fan(s).

(10) Smoke Alarms: Each manufactured home shall contain one battery-powered (or hardwired with battery backup) smoke alarm inside each bedroom and in the kitchen area, which must be installed in accordance with the manufacturer's recommendations. **No expired smoke alarm will be approved.** Expiration date is 10 years from date of manufacture, unless otherwise stated. This information is printed inside (back) of the smoke alarm. If no manufacture date or expiration date is visible, the unit will be deemed expired by default and will not pass.

(11) Landings at Doors: There shall be a landing on the exterior side of every exterior door. The minimum size of the landing shall be 4' x 4' (width measured from inside of rail to inside of rail), or the width of the doorway, whichever is larger, with rails. All landings shall consist of pressure treated lumber or approved masonry materials. The maximum riser height shall be 7 3/4" and a minimum tread depth of 10" shall be required.

(12) Skirting: All homes must be skirted, with approved materials, within 60 days of permit date.

(13) Health Department Approval: Each lot shall receive approval from the Early County Health Department as to the suitability of the site for effective sanitary sewage system designed to accommodate wastes generated by the user of that land site. An acceptable domestic water supply shall be available and such water supply shall meet local public requirements as administered by the Early County Health Department.

(14) 911 Address: Each home shall have a 911 address as administered by the Southwest Georgia Regional 911. An approved reflective 911 address marker will be prominently posted prior to any electrical hookup or issuance of Certificate of Occupancy.

GUARANTEE OF CONDITION

(A) For USED manufactured homes currently outside Early County, a \$500 bond, or refundable \$500 cash deposit is required at the time of application for a permit. High to medium resolution digital photos that clearly represent the home's current condition will be submitted at the time of application for a permit. Low resolution photos that are blurry or cannot be zoomed will not be accepted. These photos will be of each interior room, the kitchen area, bathrooms, and living area. Several angle-shots of the exterior are also required to show the condition of the siding, windows, roof, and windows. Photos may be delivered via email, or in person on a USB flash drive, SD/Micro SD card, or Compact Disc. The Guarantee of Condition Deposit is not required for new homes, or homes currently permitted within Early County.

ENFORCEMENT

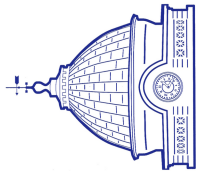
(B) Permanent connection to utilities shall not be approved until the building inspector has issued a Certificate of Occupancy. A Certificate of Occupancy will not be issued until all permitting documentation is completed (Title Transfer, etc.), AND the home has passed inspection. "Permanent connection to utilities shall not be approved" means that the home will not receive power, or any power already connected will be disconnected.

(C) Owners of manufactured homes that are not in compliance upon a third inspection shall have their permit revoked and shall be required to remove the home from the jurisdiction at their own expense.

(D) The Guarantee of Condition Bond, Deposit (see above) will be forfeited 90 days from the date of the permit, unless all conditions and standards are met prior to the end of the 90 days or an extension has been issued in writing by the building inspector. An extension will only be granted in extreme circumstances such as an "Act of God" or other catastrophic event. Documentation proving extreme circumstances shall be provided to the building inspector in writing. Lack of funds or time to complete required repairs or improvements will not be grounds for an extension.

It is strongly recommended that the prospective homeowner solicit the services of a reputable and knowledgeable licensed contractor, for repair estimates on all used MFG homes. A sound estimate will afford the prospective homeowner the opportunity to calculate the expense of bringing a home up to code, to determine the actual end-value of buying a fixer-upper.

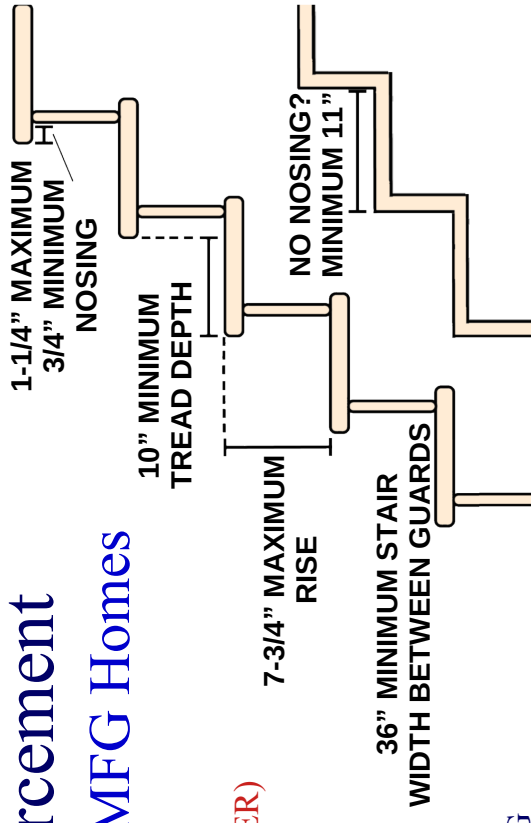
What seems to be a bargain purchase may end up being a money-pit before it passes inspection.



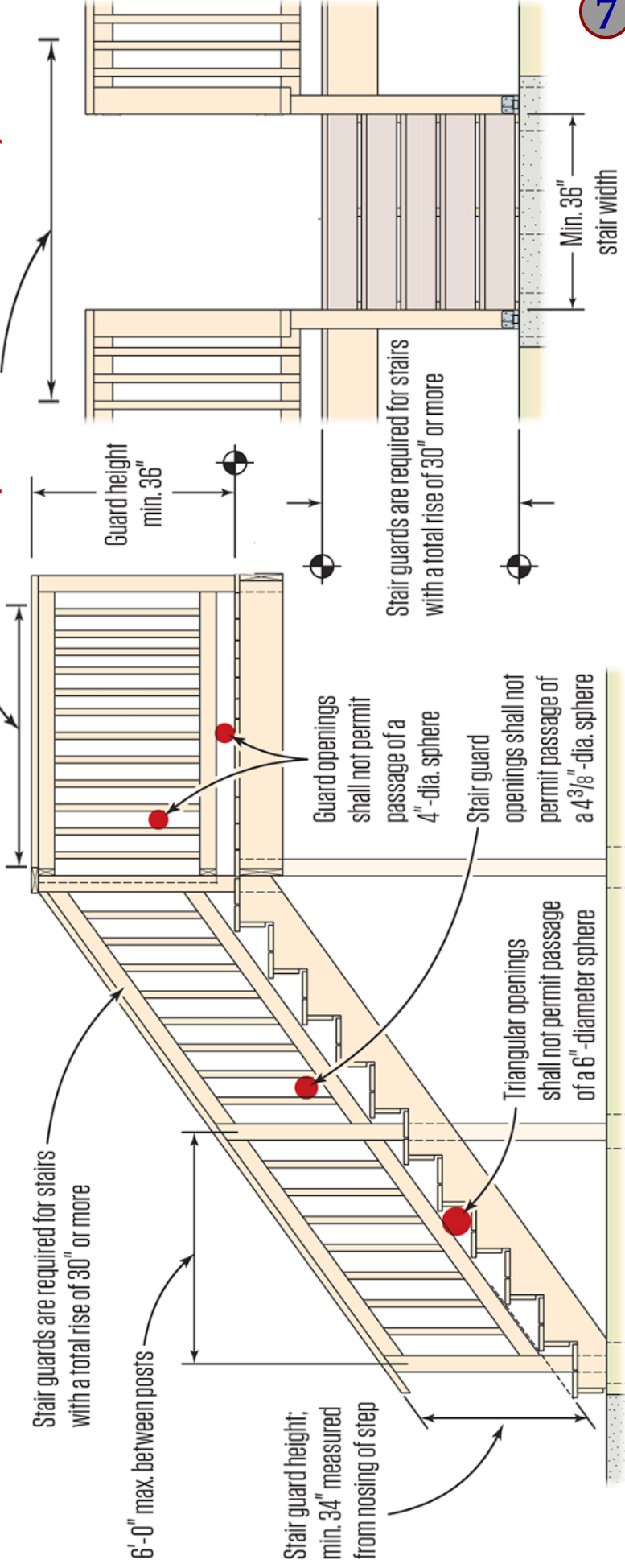
Early County Code Enforcement

Landing & Stair Requirements for MFG Homes

- LANDING (DECK/PORCH) AREA MUST BE AT LEAST **48" X 48"**
OR THE WIDTH OF THE DOOR FRAME (**WHICHEVER IS GREATER**)
AREA IS MEASURED FROM INSIDE THE STAIR GUARDS
- GUARDS REQUIRED WHEN HEIGHT IS 30" OR MORE:
● SEE BELOW FOR OPENING SIZE REQUIREMENTS ●
- 36" MINIMUM STAIR WIDTH IN BETWEEN GUARDS
- MINIMUM TREAD WIDTH IS 10" WITH A MINIMUM 3/4" NOSING
MAXIMUM 1-1/4" NOSING & 11" WHERE NO NOSING IS PRESENT
- MAXIMUM RISE HEIGHT IS 7-3/4"



48"X48" MINIMUM LANDING AREA INSIDE THE STAIR GUARD OR WIDTH OF DOOR FRAME (WHICHEVER IS GREATER)





EARLY COUNTY CODE ENFORCEMENT

9

Manufactured Home Inspection Report

County Inspector		Insp. Date		Time		Early County Permit Number	
<div><input type="checkbox"/> Failed Inspection: Additional Inspection Fee Due</div>				\$	Pre-Move <input type="checkbox"/>	Inspection #	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
Name					<input type="checkbox"/> Certificate of Occupancy		
Address				City	GA	ZIP	
Phone			E-Mail			Copy to Owner	
GA Installer's Name & License Number					State Transport Permit #		
MFG			Serial #		HUD Label #		
			OK	Replace	Repairs Required	Install	Unsafe Unfit
Address Sign							
911 Address Sign in Place							
General							
Skirting Installed (Within 60 Days of Setup)							
Tie Downs / Anchor System							
4'x4' Landings, Rails & Steps							
Exterior							
Exterior Siding							
Exterior Walls							
Foundation							
Roofing							
Flashing, etc							
Exterior Doors & Jambs							
Windows, Screens & Casings							
Sliding Glass Doors							
Fireplaces/ Chimneys							
Kitchen							
Counter Tops							
Cabinets							
Sink							
Range							
Refrigerator							
GFCI Receptacles							
Exhaust Fans							
Baths							
Plumbing Connected							
Toilets							
Tubs							
Showers							
Lavatories							
Counter Tops							
Exhaust Fan (1994 Model or Newer)							
Electrical							
Supp. Ground Wire "4th Wire"							
Panel Box & Cover							
Switches, Receptacles & Covers							
Frame(s) Grounded							
Crossover Connections							
Smoke Detectors Operable							
Interior							
Vinyl &/or Carpet							
Ceilings							
Interior Walls							
Interior Doors							
Floors							
HVAC							
Vents Installed							
Crossovers in Place							
INSPECTOR'S REMARKS:							



EARLY COUNTY CODE ENFORCEMENT

10

To Be Completed by Georgia Licensed MFG Home Installer MANUFACTURED HOME INFORMATION

HOMEOWNER: _____

ADDRESS: _____, _____, GA

MFG HOME MAKE: _____ YEAR: _____ WIDTH: _____ LENGTH: _____

LICENSED INSTALLER'S INFORMATION

COMPANY NAME: _____ PHONE (____) _____ - _____

E-MAIL: _____

COMPANY ADDRESS: _____

NAME OF PERSON INSTALLING OR MOVING THIS HOME: _____

☐ - **MOVE-OFF**: DESTINATION: _____

NAME OF NEW OWNER OR DEALERSHIP: _____

PLEASE CHECK ALL APPLICABLE BOXES FOR WORK YOU HAVE BEEN CONTRACTED TO DO ON THIS HOME. LIST ANY OTHER SPECIFIC WORK (REPAIRS, ETC.) ON LINES BELOW.

☐ - **SETUP & ANCHOR** ☐ - SITE PREP / PAD ☐ - STAIRS & LANDINGS

☐ - CONNECT ELECTRICAL ☐ - CONNECT PLUMBING ☐ - SKIRTING

DESCRIBE ANY OTHER WORK OR REPAIRS YOU WILL BE DOING ON THIS HOME

☐ - COPY OF GEORGIA INSTALLER'S LICENSE IS ATTACHED

☐ - I HAVE ALL STATE PERMITS IN-HAND. (NO POWER UNTIL DECAL IN BREAKER BOX)

MY SIGNATURE INDICATES THAT I AM RESPONSIBLE FOR MOVE-OFF, OR THE DELIVERY & SETUP FOR THIS HOME (& OTHER SERVICES I HAVE LISTED ON THIS FORM). I ALSO VERIFY THAT I HAVE INSPECTED THIS HOME AND FOUND IT TO BE IN SOUND STRUCTURAL CONDITION AND SAFE TO MOVE. ALL TAXES ARE PAID & CURRENT YEAR TAX DECAL IS DISPLAYED. IF THE HOME IS INCOMING, IT APPEARS TO MEET ALL REQUIREMENTS LISTED IN THE MFG HOME INSPECTION CHECKLIST PROVIDED IN THE PERMIT APPLICATION PACKET. I UNDERSTAND THAT I MAY NOT PLACE THIS HOME IN EARLY COUNTY OR MOVE THE HOME OUT OF THE COUNTY UNTIL I HAVE RECEIVED CONFIRMATION FROM EARLY COUNTY CODE ENFORCEMENT THAT ALL LOCAL PERMITTING REQUIREMENTS HAVE BEEN MET.

Signature of Installer

_____, _____, _____
Date

VER2020.08



EARLY COUNTY CODE ENFORCEMENT

11

PRELIMINARY PERMIT APPLICATION

PERMIT TYPE: ☐ ELECTRIC ☐ BUILDING ☐ SUBDIVISION ☐ POULTRY OPERATION
☐ MFG HOME (IN) ☐ MFG HOME (OUT) ☐ CAMPER ☐ COMMUNICATIONS TOWER
☐ DEMOLITION OF SITE-BUILT STRUCTURE OR MFG HOME ☐ SOLAR ☐ OTHER

PERMIT APPLICANT (PERSON WHO WILL BE RESPONSIBLE FOR WORK & VIOLATIONS)

Name: _____ Phone: (____) ____ - _____

Address: _____

E-Mail: _____

ARE YOU A LICENSED CONTRACTOR? ☐ GENERAL ☐ ELECTRICAL ☐ OTHER
(PLEASE COMPLETE & ATTACH THE "AFFIDAVIT: CONTRACTOR/SUB-CONTRACTOR")

CONTRACTOR'S COMPANY NAME: _____

CONTRACTOR'S COMPANY ADDRESS: _____

☐ ARE YOU ACTING AS YOUR OWN CONTRACTOR? (SIGN AFFIDAVIT AT C.E. OFFICE)

PROPERTY LOCATION (WHERE WILL THE PERMITTED WORK BE DONE?)

Property Owner: _____ Phone: (____) ____ - _____

Property Address: _____

E-Mail: _____

DESCRIBE WORK TO BE DONE: _____

WHAT WILL THIS BE USED FOR? _____

BUILDING / ADDITION SQUARE FOOTAGE or LENGTH & WIDTH MFG HOME: _____

TOTAL COST OF WORK TO BE DONE or TOTAL COST OF MFG HOME: _____

Be advised that work beyond the scope of the issued permit may be a violation. An addition to a structure that did not initially require a permit, which increases the aggregate size to one that requires a permit, is considered non-permitted work. Any change of the stated use (listed here) in the future will void the permit. An example of this would be converting a storage building into a dwelling. The addition of power or walls to an exempt structure is a violation. Any person performing non-permitted work is subject to prosecution. Non-permitted work is uninspected work, and is deemed unsafe by default. Non-permitted work discovered by this department may result in immediate termination of electrical services. No power will be restored until the work has passed inspection.

Printed First, Last Name (As listed on photo I.D.) _____

Cell: (____) ____ - _____

Signature (As listed on photo I.D.) _____

Application Date: ____ / ____ / ____

**MANUFACTURED
HOME
PERMIT
INFORMATION**

